

CASE TYPE 2
KING COUNTY SUPERIOR COURT
CASE INFORMATION COVER SHEET

Case Number _____ **Case Title** _____

Attorney Name _____ **Bar Membership Number** _____

Please check one category that best describes this case for indexing purposes. Accurate case indexing not only saves time in docketing new cases, but helps in forecasting needed judicial resources. Cause of action definitions are listed on the back of this form. Thank you for your cooperation.

APPEAL/REVIEW

- ___ Administrative Law Review (ALR 2)
- ___ Appeal of a Department of Licensing Revocation (DOL 2)
- ___ Civil, Non-Traffic (LCA 2)
- ___ Civil, Traffic (LCI 2)

CONTRACT/COMMERCIAL

- ___ Breach of Contract (COM 2)
- ___ Commercial Contract (COM 2)
- ___ Commercial Non-Contract (COL 2)
- ___ Third Party Collection (COL 2)

PROTECTION ORDER

- ___ Civil Harassment (HAR 2)
- ___ Domestic Violence (DVP 2)
- ___ Foreign Protection Order (FPO 2)
- ___ Sexual Assault Protection (SXP 2)
- ___ Vulnerable Adult Protection (VAP 2)

JUDGMENT

- ___ Abstract Only (ABJ 2)
- ___ Foreign Judgment (FJU 2)
- ___ Judgment, Another County (ABJ 2)
- ___ Judgment, Another State (FJU 2)
- ___ Tax Warrant (TAX 2)
- ___ Transcript of Judgment (TRJ 2)

OTHER COMPLAINT/PETITION

- ___ Action to Compel/Confirm Private Binding Arbitration (MSC 2)
- ___ Change of Name (CHN 2)
- ___ Deposit of Surplus Funds (MSC 2)
- ___ Emancipation of Minor (EOM 2)
- ___ Injunction (INJ 2)
- ___ Interpleader (MSC 2)
- ___ Malicious Harassment (MHA 2)
- ___ Minor Settlement (No guardianship) (MST 2)
- ___ Petition for Civil Commitment (Sexual Predator)(PCC 2)
- ___ Property Damage-Gangs (PRG 2)

- ___ Public Records Act (PRA 2)
- ___ School District – Required Action Plan (SDR 2)
- ___ Seizure of Property from Commission of Crime (SPC 2)
- ___ Seizure of Property Resulting from a Crime (SPR 2)
- ___ Subpoenas (MSC 2)

PROPERTY RIGHTS

- ___ Condemnation (CON 2)
- ___ Foreclosure (FOR 2)
- ___ Land Use Petition (LUP 2)
- ___ Property Fairness (PFA 2)
- ___ Quiet Title (QTI 2)
- ___ Unlawful Detainer (UND 2)

TORT, MEDICAL MALPRACTICE

- ___ Hospital (MED 2)
- ___ Medical Doctor (MED 2)
- ___ Other Health Care Professional (MED 2)

TORT, MOTOR VEHICLE

- ___ Death (TMV 2)
- ___ Non-Death Injuries (TMV 2)
- ___ Property Damage Only (TMV 2)
- ___ Victims of Motor Vehicle Theft (VVT 2)

TORT, NON-MOTOR VEHICLE

- ___ Asbestos (PIN 2)
- ___ Other Malpractice (MAL 2)
- ___ Personal Injury (PIN 2)
- ___ Products Liability (TTO 2)
- ___ Property Damage (PRP 2)
- ___ Wrongful Death (WDE 2)

WRIT

- ___ Habeas Corpus (WHC 2)
- ___ Mandamus (WRM 2)
- ___ Restitution (WRR 2)
- ___ Review (WRV 2)
- ___ Miscellaneous Writs (WMW 2)

IF YOU CANNOT DETERMINE THE APPROPRIATE CATEGORY, PLEASE DESCRIBE THE CAUSE OF ACTION BELOW.

Please Note: Public information in court files and pleadings may be posted on a public Web site.

APPEAL/REVIEW

Administrative Law Review-Petition to the superior court for review of rulings made by state administrative agencies.

Appeal of a Department of Licensing Revocation-Appeal of a DOL revocation (RCW 46.20.308(9)).

Lower Court Appeal-Civil-An appeal for a civil case; excludes traffic infraction and criminal matters.

Lower Court Appeal-Infractions-An appeal for a traffic infraction matter.

CONTRACT/COMMERCIAL

Breach of Contract-Complaint involving monetary dispute where a breach of contract is involved.

Commercial Contract-Complaint involving monetary dispute where a contract is involved.

Commercial Non-Contract-Complaint involving monetary dispute where no contract is involved.

Third Party Collection-Complaint involving a third party over a monetary dispute where no contract is involved.

PROTECTION ORDER

Civil Harassment-Petition for protection from civil harassment.

Domestic Violence -Petition for protection from domestic violence.

Foreign Protection Orders-Any protection order of a court of the United States, or of any state, territory, or tribal land, which is entitled to full faith and credit in this state.

Sexual Assault Protection - Petition under RCW 7.90.020.

Vulnerable Adult Protection-Petition for protection order for vulnerable adults, as those persons are defined in RCW 74.34.020.

JUDGMENT

Abstract Only-A certified copy of a judgment docket from another superior court, an appellate court, or a federal district court.

Foreign Judgment-Any judgment, decree, or order of a court of the United States, or of any state or territory, which is entitled to full faith and credit in this state.

Judgment, Another County-A certified copy of a judgment docket from another superior court within the state.

Judgment, Another State-Any judgment, decree, or order from another state which is entitled to full faith and credit in this state.

Tax Warrant-A notice of assessment by a state agency creating a judgment/lien in the county in which it is filed.

Transcript of Judgment-A certified copy of a judgment from a court of limited jurisdiction to a superior court in the same county.

OTHER COMPLAINT/PETITION

Action to Compel/Confirm Private Binding Arbitration-Petition to compel or confirm private binding arbitration.

Change of Name-Petition for a change of name. If change is confidential due to domestic violence/antiharassment see case type 5 instead.

Deposit of Surplus Funds-Deposit of money or other item with the court.

Emancipation of Minor-Petition by a minor for a declaration of emancipation.

Injunction-Complaint/petition to require a person to do or refrain from doing a particular thing.

Interpleader-Petition for the deposit of disputed earnest money from real estate, insurance proceeds, and/or other transaction(s).

Malicious Harassment-Suit involving damages resulting from malicious harassment.

Minor Settlements-Petition for a court decision that an award to a minor is appropriate when no letters of guardianship are required (e.g., net settlement value \$25,000 or less).

Petition for Civil Commitment (Sexual Predator)-Petition for the involuntary civil commitment of a person who 1) has been convicted of a sexually violent offense whose term of confinement is about to expire or has expired, 2) has been charged with a sexually violent offense and who has been determined to be incompetent to stand trial who is about to be released or has been released, or 3) has been found not guilty by reason of insanity of a sexually violent offense and who is about to be released or has been released, and it appears that the person may be a sexually violent predator.

Property Damage-Gangs-Complaint involving damage to property related to gang activity.

Public Records Act-Actions filed under RCW 42.56.

School District-Required Action Plan-Petition filed requesting court selection of a required action plan proposal relating to school academic performance.

Seizure of Property from the Commission of a Crime-Seizure of personal property which was employed in aiding, abetting, or commission of a crime, from a defendant after conviction.

Seizure of Property Resulting from a Crime-Seizure of tangible or intangible property which is the direct or indirect result of a crime, from a defendant following criminal conviction (e.g., remuneration for, or contract interest in, a depiction or account of a crime).

Subpoenas-Petition for a subpoena.

PROPERTY RIGHTS

Condemnation-Complaint involving governmental taking of private property with payment, but not necessarily with consent.

Foreclosure-Complaint involving termination of ownership rights when a mortgage or tax foreclosure is involved, where ownership is not in question.

Land Use Petition-Petition for an expedited judicial review of a land use decision made by

a local jurisdiction (RCW 36.70C.040).

Property Fairness-Complaint involving the regulation of private property or restraint of land use by a government entity brought forth by Title 64 RCW.

Quiet Title-Complaint involving the ownership, use, or disposition of land or real estate other than foreclosure.

Unlawful Detainer-Complaint involving the unjustifiable retention of lands or attachments to land, including water and mineral rights.

TORT, MEDICAL MALPRACTICE

Hospital-Complaint involving injury or death resulting from a hospital.

Medical Doctor-Complaint involving injury or death resulting from a medical doctor.

Other Health Care Professional-Complaint involving injury or death resulting from a health care professional other than a medical doctor.

TORT, MOTOR VEHICLE

Death-Complaint involving death resulting from an incident involving a motor vehicle.

Non-Death Injuries -Complaint involving non-death injuries resulting from an incident involving a motor vehicle.

Property Damage Only-Complaint involving only property damages resulting from an incident involving a motor vehicle.

TORT, NON-MOTOR VEHICLE

Asbestos-Complaint alleging injury resulting from asbestos exposure.

Other Malpractice-Complaint involving injury resulting from other than professional medical treatment.

Personal Injury-Complaint involving physical injury not resulting from professional medical treatment, and where a motor vehicle is not involved.

Products Liability-Complaint involving injury resulting from a commercial product.

Property Damages-Complaint involving damage to real or personal property excluding motor vehicles.

Wrongful Death-Complaint involving death resulting from other than professional medical treatment.

WRIT

Writ of Habeas Corpus-Petition for a writ to bring a party before the court.

Writ of Mandamus-Petition for writ commanding performance of a particular act or duty.

Writ of Restitution-Petition for a writ restoring property or proceeds; not an unlawful detainer petition.

Writ of Review-Petition for review of the record or decision of a case pending in the lower court; does not include lower court appeals or administrative law reviews.

Miscellaneous Writs

CASE TYPES 3 - 6

KING COUNTY SUPERIOR COURT

CASE INFORMATION COVER SHEET

Case Number _____ **Case Title** _____
Attorney Name _____ **Bar Membership Number** _____

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DOMESTIC RELATIONS

- ☐ Annulment/Invalidity (INV 3)
- ☐ Child Custody (CUS 3)
- ☐ Committed Intimate Relationship (CIR 3)
- ☐ Dissolution with Children (DIC 3)
- ☒ Dissolution with no Children (DIN 3)
- ☐ Dissolution of Domestic Partnership with Children (DPC 3)
- ☐ Dissolution of Domestic Partnership with No Children (DPN 3)
- ☐ Foreign Judgment (FJU 3)
- ☐ Invalidity-Domestic Partnership (INP 3)
- ☐ Legal Separation (SEP 3)
- ☐ Legal Separation-Domestic Partnership (SPD 3)
- ☐ Mandatory Wage Assignment (MWA 3)
- ☐ Modification (MOD 3)
- ☐ Modification: Support Only (MDS 3)
- ☐ Out-of-State Custody (OSC 3)
- ☐ Parenting Plan/Child Support (PPS 3)
- ☐ Reciprocal, Respondent in County (RIC 3)
- ☐ Reciprocal, Respondent Out of County (ROC 3)

DOMESTIC VIOLENCE/ANTIHARASSMENT

- ☐ Confidential Name Change (CHN 5)

MENTAL ILLNESS

- ☐ Alcohol/Drug Treatment (ALT 6)
- ☐ Mental Illness--Adult (MI 6)
- ☐ Mental Illness--Juvenile (MIJ 6)
- ☐ Mental Illness-Other Venue (MIO 6)

ADOPTION/PARENTAGE

- ☐ Adoption (ADP 5)
- ☐ Confidential Intermediary (MSC 5)
- ☐ Initial Pre-Placement Report (PPR 5)
- ☐ Modification (MOD 5)
- ☐ Parentage (PAT 5)
- ☐ Parentage/URES/UFSA (PUR 5)
- ☐ Relinquishment (REL 5)
- ☐ (Title 26)Termination of Parent-Child Relationship (TER 5)

PROBATE/GUARDIANSHIP

- ☐ Absentee (ABS 4)
- ☐ Disclaimer (DSC 4)
- ☐ Estate (EST 4)
- ☐ Foreign Will (FNW 4)
- ☐ Guardianship (GDN 4)
- ☐ Guardianship/Estate (G/E 4)
- ☐ Guardianship of the Estate (GDE 4)
- ☐ Guardianship of the Person (GDP 4)
- ☐ Limited Guardianship (LGD 4)
- ☐ Limited Guardianship of the Estate (LGE 4)
- ☐ Limited Guardianship of the Person (LGP 4)
- ☐ Minor Guardianship (MGD 4)
- ☐ Minor Settlement (With guardianship) (MST 4)
- ☐ Non-Probate Notice to Creditors (NNC 4)
- ☐ Sealed Will Repository (SWR 4)
- ☐ Trust/Estate Dispute Resolution (TDR 4)
- ☐ Trust (TRS 4)

If you cannot determine the appropriate category, please describe the cause of action below.

Please Note: Public information in court files and pleadings may be posted on a public Web site.

___ Will Only (WLL 4)

If you cannot determine the appropriate category, please describe the cause of action below.

Please Note: Public information in court files and pleadings may be posted on a public Web site.

DOMESTIC RELATIONS

Annulment--Invalidity--Petition claiming an illegal or invalid marriage.

Child Custody--Petition involving the immediate charge and control of a child.

Committed Intimate Relationship-

Petition for distribution of property from a committed intimate relationship (i.e., a stable, marital-like relationship where both parties cohabit with knowledge that a lawful marriage between them does not exist).

Dissolution with Children--Petition to terminate a marriage other than annulment, with children of that marriage.

Dissolution with no Children--Petition to terminate a marriage other than annulment, with no children of that marriage.

Dissolution of Domestic Partnership--With Children--Petition to terminate a domestic partnership, other than annulment, with children of that domestic partnership.

Dissolution of Domestic Partnership--With No Children--Petition to terminate a domestic partnership, other than annulment, with no children of that domestic partnership.

Foreign Judgment--A judgment, decree, or order of a court of the United States, or any state or territory, which is entitled to full faith and credit in this state.

Invalidity--Domestic Partnership--Petition to invalidate a domestic partnership.

Legal Separation--Petition to live separate and apart.

Legal Separation-Domestic Partnership -- Petition to live separate and apart in a domestic partnership.

Mandatory Wage Assignment--Petition for wage assignment.

Modification--Petition seeking amendment of a previous order or decree.

Modification: Support Only--Petition seeking amendment of a previous order or decree regarding support.

Out-of-State Custody--Recording custody established out-of-state.

Parenting Plan/Child Support--Petition for Residential Schedule/Parenting Plan/Child Support in circumstances set forth in RCW 26.26.375.

Reciprocal, Respondent-in-County--Petition to enforce orders between states under URESA for respondents in the county.

Reciprocal, Respondent-Out-of-County--Petition to enforce orders between states under URESA for respondents out of the county.

DOMESTIC VIOLENCE/ ANTIHARASSMENT

Confidential Name Change--Petition for name change, when domestic violence/antiharassment issues require confidentiality.

MENTAL ILLNESS

Alcohol/Drug Treatment--Petition for involuntary treatment for one who is incapacitated by alcohol or drugs.

Mental Illness--Adult--Petition for involuntary treatment for an adult who is incapacitated by mental illness.

Mental Illness--Juvenile--Petition for involuntary treatment for a juvenile who is incapacitated by mental illness.

Mental Illness--Other Venue--Petition to modify or revoke a Less Restrictive Alternative originally issued in another county.

ADOPTION/PARENTAGE

Adoption--Petition to establish a new, permanent relationship of parent and child not having that relationship.

Confidential Intermediary--Petition to appoint a confidential intermediary to contact the adopted person(s), birth parent(s), or other relative(s).

Initial Pre-Placement --An initial pre-placement report filed on a child by the DSHS prior to the filing of adoption papers.

Modification--Petition seeking amendment of a previous order or decree.

Parentage --Petition to determine the legal status of a parent.

Paternity/URES/UIFS --Petition to determine the legal status of a parent which is filed in conjunction with the reciprocal report entered under the URESA or UIFS acts.

Relinquishment--Petition to relinquish a child to DSHS, an agency, or a prospective adoptive parent.

(Title 26) Termination of Parent-Child Relationship--Petition to terminate a parent-child relationship when parent has not executed a written consent.

PROBATE/GUARDIANSHIP

Absentee--Petition to determine the location of absent owner of real or personal property.

Disclaimer--Recording a written instrument disclaiming an interest by beneficiaries.

Estate--Petition seeking court settlement of a deceased person's property.

Foreign Will--Filing of a will for probate that has been proved in another state, territory, or foreign country.

Guardianship--Petition to appoint a guardian over a person and estate to manage the affairs of an incompetent or non-resident person.

Guardianship/Estate--Petition seeking court settlement for the property of a deceased person who was the ward of a guardian.

Guardianship of the Estate -- Petition to appoint a guardian over the estate to manage the affairs of an incompetent or non-resident person.

Guardianship of the Person -- Petition to appoint a guardian over a person to manage the affairs of an incompetent or non-resident person.

Limited Guardianship--Petition to appoint a limited guardian with only partial responsibility for the ward's person and property, where the ward is not fully incompetent.

Limited Guardianship of the Estate--Petition to appoint a limited guardian with only partial responsibility for the person's property, where the ward is not fully incompetent.

Limited Guardianship of the Person--Petition to appoint a limited guardian with only partial responsibility for the person, where the ward is not fully incompetent.

Minor Guardianship--Petition is based solely on the underage status of the Ward/Minor.

Minor Settlements--Petition for a court decision that an award to a minor is appropriate when letters of guardianship are required (e.g., net settlement value is greater than \$25,000).

Non-Probate Notice to Creditors--The filing of a non-probate notice to creditors in a case in which no probate action is expected (e.g., an estate with a living trust which does not require probate, providing the heirs with an opportunity to start the time period for creditor filing of claims).

Sealed Will Repository -- Filing a will under seal before a testator's death, as authorized by RCW 11.12.265.

Trust/Estate Dispute Resolution -- The filing of a dispute in any estate, guardianship, or trust.

Trust-- A case filed, by order, separately from a guardianship or probate case.

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DIVORCE ROADMAP

Information for *pro se* litigants navigating the divorce process in King County Superior Court



King County

– Disclaimer –

The information in this presentation is not legal advice.

The content of the Divorce Roadmap is intended for general information purposes only, and is not legal advice. Legal advice depends on the specific facts and circumstances of each individual's situation. Those seeking specific legal advice or assistance should contact an attorney.

The information in this presentation is only a summary of the law.

The contents of the Divorce Roadmap may not contain complete statements of the law. The accuracy of the information presented is not guaranteed or warranted because the law changes frequently, and may differ from place to place. Always contact an attorney to get complete, accurate, and up-to-date legal advice.

Using the Divorce Roadmap does not establish an attorney-client relationship.

Using this presentation or contacting a Family Court Services or other King County employee in regards to this presentation does not create an attorney-client relationship. Generally, an attorney-client relationship is created by a written agreement between you and an attorney in which the attorney agrees to provide you with legal representation. Information sent by email may not be treated as confidential. An attorney should be contacted by telephone or in person, if possible.



DIVORCE ROADMAP

Purpose

To help people going through a divorce better understand and navigate the legal system.

Divorce can be a challenging and frustrating process, but if you take each step one at a time and make use of the resources available to you, you will be successful in getting to where you want to go.

DIVORCE ROADMAP

The three topics to be addressed:

1. WHAT DOES THAT MEAN?

Legal terminology to get you through the process

2. NOW WHAT?

The court process

3. HELP ME!

Where to go for assistance

1. WHAT DOES THAT MEAN?

LEGAL TERMINOLOGY TO HELP YOU GET THROUGH THE PROCESS

"Furious activity is no substitute for understanding."

-The Rt. Rev. H.H. Williams

DISSOLUTION

- Divorce

THE PLAYERS

- Party or litigant = Any person involved in a court action.
- Petitioner* = The person who STARTS the action.
- Respondent = The person who is RESPONDING to the action.
- **Pro Se = A party that does not have an attorney.**

*There is ALWAYS a Petitioner and a Respondent, even if both sides (parties) agree.

Order Setting Domestic Case Schedule

- Provided by the clerk at the time of filing, it provides the important dates applicable to your case. The petitioner must serve a copy to the other parties. It may be the only notice of deadlines you receive. Failure to comply may result in sanctions or dismissal of your case.

Assigned Judge

- The judge assigned to hear your case.

Trial Date

- The date of the final hearing in your case.

Confirmation of Issues

- The parties must file a Confirmation of Issues which notifies the court whether or not the parties are ready for trial. It also acts as a referral to Family Court Services. If all parties do not sign and the first box is not checked, the parties must attend the status conference hearing listed on the case schedule.

Status Conference

- A formal hearing between the parties and the court to determine where the parties are in the process and direct them as to remaining procedures.

ADR

- **Alternative Dispute Resolution = A way to resolve your case before trial. All parties with disputes involving children must participate in ADR unless the court waives it.**
- Mediation = A neutral third person helps the parties to agree upon an outcome.
- Arbitration = The parties agree to let a neutral third person decide the outcome.
- Settlement Conference = The parties meet with a judge, commissioner, or experienced attorney in an effort to resolve the case before trial.

Temporary Orders

- A temporary order gives certain rights and/or protections while the dissolution is pending. A temporary order may order many things, including restraining orders (see below), orders for maintenance (spousal support/alimony), attorney's fees, or use of property.

Restraining Orders

- A restraining order may be entered to prevent injury, loss or damage. Examples include:
 - Restraining a spouse from harassing or coming near the other;
 - Restraining a spouse from giving away or selling property, or taking out loans in both names, or taking a name off insurance policies.

Pretrial Conference

If you are unable to settle your case, you will receive an Order Setting Pretrial Conference (not on Case Schedule) in the mail. The judge will want to know what issues are agreed upon (if any). The judge will also make sure all the necessary papers have been filed and that you are ready to proceed to trial. The judge will also want to know if you and the other party have taken the parenting seminar. At the end of your Pretrial Conference the judge will give you a copy of the **Order on Pretrial Conference. Read this order carefully, as it may possibly change deadlines.**

FAMILY LAW ORIENTATION (FLO)

- Mandatory for all unrepresented parties to RCW 26.09 actions.

Parenting Seminar

- Mandatory for of all parties in matters involving minor children.

Family Court Services

- Family Court Services works with parents who have difficulty developing a parenting plan for their children following separation, divorce and/or on-going parental conflicts. Commonly called “FCS.”

EX PARTE

A special department of Superior Court assigned responsibility under Local Rules for certain short matters and emergency or unopposed orders.

IMPORTANT

- **Be sure to inform the court if your address changes!**
- **You must provide an address for legal service.**
- **It does not necessarily need to be an address where you reside...**
- **Visit the Domestic Violence Advocates in room 2B (MRJC) or C213 (KCCH) for information on address confidentiality for victims of domestic violence.**

To update your address with the court,
file a Notice of Change of Address in the Clerk's Office.

2. NOW WHAT?

What is required to obtain a divorce in Washington State?

THE COURT PROCESS

YOUR TO-DO LIST (TAKE IT ONE STEP AT A TIME):

- ◎ Forms
- ◎ Filing
- ◎ Case Schedule
- ◎ Service
- ◎ FLO and Mandatory Parenting Semina
- ◎ Restraining Orders/Temporary Order
- ◎ Status Conference
- ◎ Family Court Services
- ◎ Settlement Conference
- ◎ Pretrial Conference
- ◎ Finalizing your dissolution: AGREEMENT or TRIAL



THE COURT PROCESS

STEP ONE: Ask yourself whether your divorce is agreed or contested.

The answer impacts how you will complete your to-do list.



AGREED or CONTESTED?

AGREED

CONTESTED



PROPERTY DISTRIBUTION

We know who gets what .

Disputed or still undecided...



DEBT ALLOCATION

We know who pays what.

Disputed or still undecided...



PARENTING PLAN

We have worked out a plan.

Disputed or still working...



CHILD SUPPORT*

We already have one or we agree.

Disputed or still working...



*Certain things are required by statute in Child Support agreements and you may be limited in what you can add, leave out, or agree to (e.g., parties cannot generally agree to provide no child support).

AGREED DISSOLUTION: THE COURT PROCESS

1. FILE

➡ Present completed forms at the clerk's office and pay the \$290 filing fee.



2.

➡ Obtain Temporary Orders (If needed).

➡ Attend FLO (And Parenting Seminar if you have children).

➡ Attend Status Conference Hearing (Unless you will finalize or file a Joint Confirmation of Issues before your Status Conference).

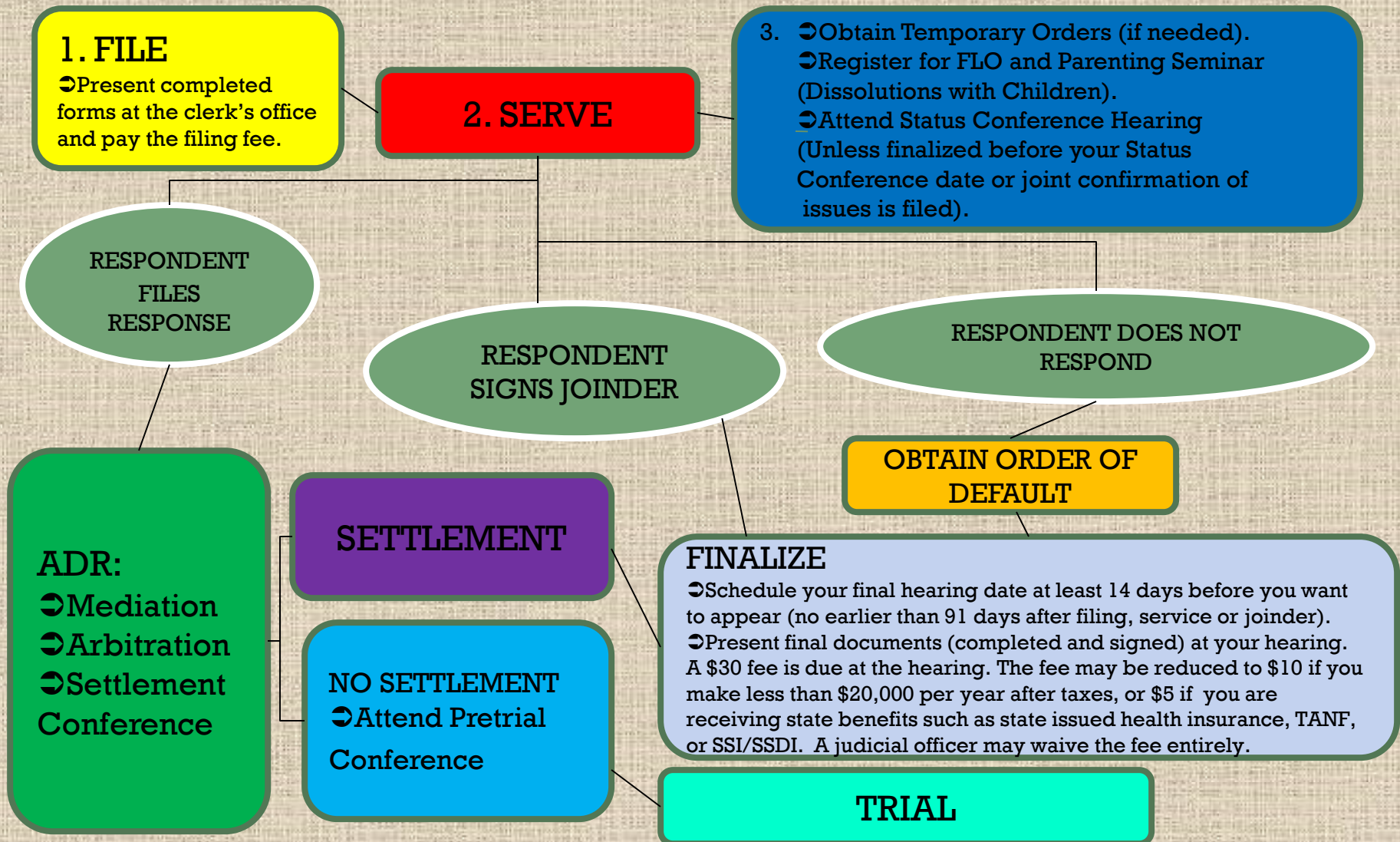


3. FINALIZE

➡ Schedule your final hearing date with the clerk. You must choose a date that is at least 14 days from the date you file (no earlier than 91 days after filing, service, or joinder).

➡ Present final documents (completed and signed) at your hearing. There is also a \$30 fee due at the time of the hearing. The fee may be reduced to \$10 if you make less than \$20,000 per year after taxes, or \$5 if you receive state benefits such as state issued health insurance, TANF or SSI/SSDI. A judicial officer may waive the fee entirely.

CONTESTED DISSOLUTION: THE COURT PROCESS



FORMS REQUIRED TO FILE

AGREED

- ◉ Case Information Coversheet
- ◉ Petition for Dissolution
- ◉ Vital Statistics Form
- ◉ Confidential Information Form
- ◉ Note for Motion Docket, Kent or Seattle
- ◉ Proposed Parenting Plan (if minor children involved)

CONTESTED

- ◉ Case Information Coversheet
- ◉ **Summons***
- ◉ Petition for Dissolution
- ◉ Vital Statistics Form
- ◉ Confidential Information Form
- ◉ Proposed Parenting Plan (if minor children involved)

A *summons** is required in contested cases. This form gives the respondent notice that a lawsuit has been filed and provides information regarding the time frame for filing a response.

WHERE TO GET THE FORMS

- ◉ **Free on the internet:**

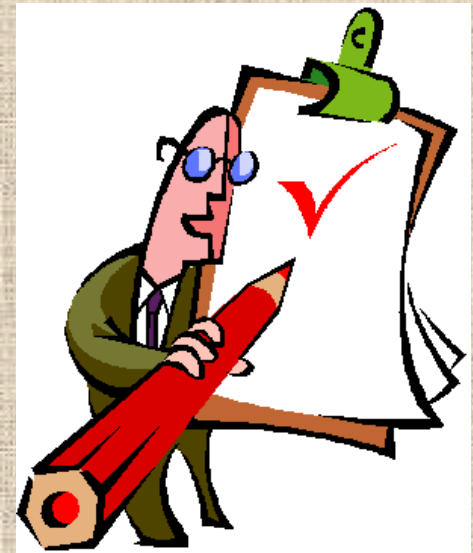
- www.courts.wa.gov/forms/
- www.kingcounty.gov/courts/FamilyCourt/facilitator.aspx

- ◉ **For a fee at the King County Clerk's Office:**

- ***King County Courthouse***
516 Third Avenue, Rm. E609
Seattle, WA 98104
- ***Maleng Regional Justice Center***
401 4th Ave. No. Rm. 2C
Kent, WA 98032

- ◉ **For a fee at the Family Law Facilitator's Office:**

- ***King County Courthouse***
Room W-382
(206) 477-2553
- ***Maleng Regional Justice Center***
Room 3-D
(206) 477-2781



FILING YOUR CASE

◎ Filing at the Clerk's Office:

Take the original and two sets of copies of the forms to the Clerk's Office. Tell the clerk you want to file a new case (if your child has ever received public assistance, you will need three sets of copies).

✓ You must pay the Clerk a \$290 filing fee or obtain an **Order Re: Waiver of Civil Filing Fees and Surcharges** ([Kent](#) or [Seattle](#)), which waives the filing fee if you qualify.

✓ Ask the Clerk to stamp the case number on your copies, or make sure that you copy your case number on your copies. Take the stamped copies from the Clerk. The Clerk will keep the originals.

✓ The Clerk will give you two Case Schedules including information regarding the parenting seminar and the family law handbook.



King County Courthouse - Seattle



Maleng Regional Justice Center - Kent

CASE SCHEDULE



At the time of filing, the clerk will issue a case schedule.



The petitioner must have the Respondent served with a copy (and prosecutor if necessary).



Mark each of these dates on a calendar. It may be the only notice of deadlines you will receive. Failure to comply may result in certain sanctions or dismissal of your case.

II. CASE SCHEDULE

CASE EVENT	DEADLINE or EVENT DATE	Filing Needed
Case Filed and Schedule Issued.	Mon 05/16/2011	*
DEADLINE for attending Family Law Orientation (FLO)	Mon 06/20/2011	
DEADLINE for Completion of Parenting Plan Seminar [KCLFLR 13(c)(2)]	Tue 09/13/2011	*
Confirmation of Issues; Referral to Mediation [See KCLFLR 4(c)(1)(B)]. <i>NOTE: If no "Issues" document and response or joinder to the petition are filed, or if "Issues" document so indicates, parties are required to appear at the Status Conference.</i>	Tue 09/06/2011	*
DEADLINE for Hearing Motions to Change Case Assignment Area [See KCLCR 82(e)].	Mon 09/19/2011	
Status Conference [See KCLFLR 4(e)]. 1:30 p.m. in Room 1F at Regional Justice Center If "Confirmation of Issues" and response or joinder to the petition are not filed, all parties must appear at this hearing.	Mon 10/03/2011	
DEADLINE for Disclosure of Possible Primary Witnesses [See KCLCR 26(b)].	Tue 01/17/2012	
DEADLINE for a Change in Trial Date [See KCLCR 40(e)(2)].	Mon 01/30/2012	
DEADLINE for Disclosure of Possible Additional Witnesses [See KCLCR 26(b)(2)].	Mon 02/13/2012	
DEADLINE for Discovery Cutoff [See KCLCR 37(g)].	Mon 03/12/2012	
DEADLINE for Engaging in Alternative Dispute Resolution [See KCLCR 16(b)].	Mon 03/19/2012	
DEADLINE for Exchange of Witness & Exhibit Lists & Documentary Exhibits [See KCLCR 4(j)].	Mon 03/26/2012	
DEADLINE for filing of Joint Confirmation of Trial Readiness – FOR CASES WITHOUT CHILDREN ONLY - [See KCLR 16(a)(2)].	Mon 03/26/2012	*
Joint Statement of Evidence [See KCLCR 4(k)].	Mon 04/09/2012	*
Trial Week [See KCLCR 40].	Mon 04/16/2012	

III ORDER

Pursuant to King County Local Civil Rule 4 [KCLCR 4], IT IS ORDERED that the parties shall comply with the schedule listed above. Penalties, including but not limited to sanctions set forth in Local Civil Rule 4(g) and Rule 37 of the Superior Court Civil Rules, may be imposed for failure to comply. It is FURTHER ORDERED that the party filing this action must serve this *Order Setting Domestic Case Schedule*, attachment and a copy of the *Family Law Handbook* located at www.kingcounty.gov/courts/clerk/familylawhandbook on all other parties.

DATED: 05/16/2011

Richard J. McDermott

PRESIDING JUDGE

FLO DEADLINE and PARENTING SEMINAR DEADLINE

Status Conference Hearing

\$50.00 fine for not appearing as required.

TRIAL DATE

Trial may occur at a later date depending on availability.

Case schedule dates may change. If the case is agreed to and final orders are signed in the Ex Parte Courtroom, the remainder of your case schedule is cancelled.

SERVICE

Petitioners need to have the other party served with:

- ✓ Petition for Dissolution
- ✓ Summons
- ✓ Case Schedule and FLO and Parenting Seminar Info (provided by clerk)
- ✓ Proposed Parenting Plan (if minor children involved)

Generally, the respondent is the only party to be served. However, if your minor child has ever received public assistance, you will need to serve a copy on the State of Washington at the Prosecuting Attorney's office.

SEATTLE:

516 Third Avenue, Room E400
Seattle, Washington 98104-2388

KENT:

724 West Smith Street, Suite 101
Kent, Washington 98032-5726



SERVICE (continued)

Someone other than yourself, who is 18 or older must serve the other party. The server must complete and sign the Return of Service form, and then return it to you.

Make one copy for your records and file the original with the Clerk's Office.

In the event you are unable to have the respondent personally served, you may file a motion asking the court's permission to serve by mail or publication.

PLEASE NOTE: *In order to serve by mail or publication, you must first ask permission from the court and obtain a signed order allowing you to do so.*

FAMILY LAW ORIENTATION

(FLO): An orientation for PRO SE parties.

- If you do not have an attorney, you are required to attend the FLO within 30 days of filing (or service).
- The cost for attendance is \$20.00. This fee is reduced depending on income.
- The FLO is designed to give unrepresented parties an overview of the court process and information on resources available for assistance.
- For more information, please call the FLO Coordinator at (206) 296-9323 or visit:
kingcounty.gov/courts/FamilyCourt/services/FLO.aspx

Mandatory PARENTING SEMINAR

- ◎ Mandatory attendance at the parenting seminar is required of all parties in matters involving minor children within 60 days of filing*. The seminar ***does not*** tell you how to raise your child; it ***does*** help parents to:
 - Understand the impact parental conflict has on the family, especially the children.
 - Learn how to develop or change a parenting plan so that it will focus on the needs of the children.
 - Learn about court procedures and processes.



* You may register for and attend the seminar even before you file. This is often a good idea because it will further educate you about the process *before* you start your action. The \$40.00 fee for the seminar may be reduced depending on income. If you do not attend within 60 days, there is an additional \$35.00 penalty so the fee increases to \$75.00.

FAMILY COURT SERVICES

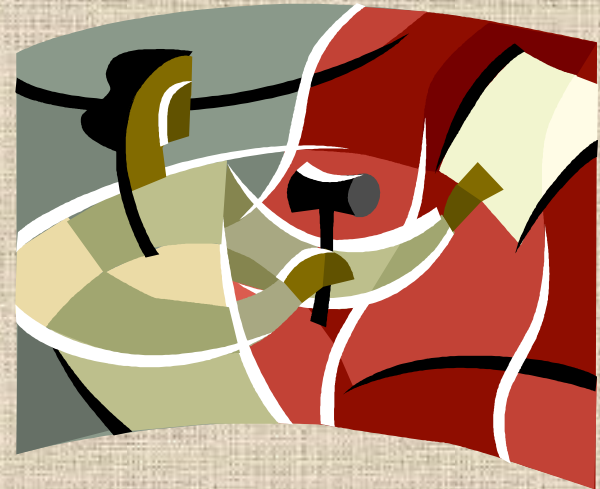
- ◎ Family Court Services works with parents who have difficulty developing a parenting plan for their children following separation, divorce and on-going parental conflicts.
- ◎ Services related to divorce include:
 - Mediation
 - Parenting Seminar
 - Parenting Plan Evaluations
 - Domestic Violence Assessments



RESTRAINING ORDERS/ TEMPORARY ORDERS

- ◎ **A temporary order** grants certain rights and/or protections while your dissolution action is pending. A temporary order may order many things, including:
 - Restraining orders (see below).
 - Orders for maintenance (spousal support/alimony), attorney's fees, or use of property.

- ◎ **A restraining order** may be entered to prevent injury, loss or damage. Examples include:
 - Restraining one spouse from harassing or coming near the other one;
 - Restraining one spouse from giving away or selling property, taking out loans in both names, or taking a name off an insurance policy.



For information and instructions on how to request temporary orders or a restraining order, please visit the Facilitator's Office and/or obtain legal advice.

Alternative Dispute Resolution

Except in cases involving domestic violence, or unless excused by an order signed by the judge or commissioner, the parties in every contested case must participate in a Settlement Conference, Mediation or other Alternative Dispute Resolution (ADR) process. This must occur no later than 30 days before your trial date. For information on how to schedule a Settlement Conference, please visit the Facilitator's Office for a free legal resource list.

Pretrial Conference

- ◉ If you are unable to settle the case, you will receive an Order Setting Pretrial Conference with a court date in the mail (this date will not be on your *Case Schedule*).
 - At the Pretrial Conference the judge will want to:
 - Know what issues are agreed upon (if any)
 - Make sure all the necessary papers have been filed and that you are ready to proceed to trial
 - Know if both parties have taken the parenting seminar and had ADR.
 - At the end of your Pretrial Conference:
 - The judge will give the parties a copy of the Order on Pretrial Conference. Read this order carefully, as it will likely change deadlines in the case schedule and inform you of other important deadlines.

* If you do not have minor children, you may not have a Pretrial Conference hearing. Instead, you will receive a **JOINT CONFIRMATION OF TRIAL READINESS** and instructions in the mail. You must follow the instructions and communicate with the court.



FINALIZE BY AGREEMENT or CONTESTED

- ◎ **AGREED:** You can finalize your dissolution in the Ex Parte courtroom and avoid a trial.
 - ✓ Schedule a hearing in Ex Parte with a Note for Motion Docket form. Choose a date at least 14 days out from when you file the form.
 - ✓ When you go to the hearing, bring signed, completed originals of the needed forms (listed on next slide) as well as a \$30 fee. The fee may be reduced to \$10 if you make less than \$20,000 per year after taxes, or \$5 if you receive state benefits such as state issued health insurance, TANF or SSI/SSDI. A judicial officer may waive the fee entirely.
- ◎ **CONTESTED = TRIAL:** If you are unable to agree to the terms of the dissolution, even after mediation, evaluation, settlement conference and/or pretrial conference, the court will decide the issues for you at your trial.
 - ✓ If you must go to trial, bring the needed forms (listed on next slide).
 - ✓ You will also need to prepare trial notebooks with documents and exhibits, disclose witnesses, and prepare for the hearing.



FORMS REQUIRED TO FINALIZE

AGREED

- ◉ Findings of Fact / Conclusions of Law
- ◉ Decree of Dissolution
- ◉ If minor children:
 - Final Parenting Plan
 - Order of Child Support
 - Child Support Worksheet
 - Residential Time Summary

CONTESTED

- ◉ Findings of Fact / Conclusions of Law
- ◉ Decree of Dissolution
- ◉ If minor children:
 - Final Parenting Plan
 - Order of Child Support
 - Child Support Worksheets
 - Residential Time Summary
- ◉ Financial Declaration*

* Trial preparation can be complicated and requires additional documents and details not provided in this presentation. Please visit the Facilitator's Office for information on how to obtain a free legal consultation.

JIS Search



- ◉ Before finalizing any case involving a parenting plan, the Court will search the Judicial Information System (JIS) to determine whether there is information or proceedings relevant to the placement of the child.
 - Review of statewide court case history for both parties. Relevant information may include:
 - Prior DUI charges
 - Possession of illegal substances
 - Assaults
 - Prior protection orders

3. Help Me!

RESOURCES FOR *PRO SE* ASSISTANCE

FAMILY LAW ORIENTATION (FLO):

- Designed to provide parties without attorney representation with information on the court process, including court rules and resource information.
- Attendance is mandatory for all unrepresented parties to an action filed under Chapter 26.09 RCW (See *KCLFLR 20*). So, if you are a party to a divorce, legal separation, parenting plan modification, or child support modification and you do not have an attorney, you are required to attend.
- Attendance is encouraged for everyone that does not have an attorney.
- Please contact the FLO Coordinator at (206) 296-9323 or visit www.kingcounty.gov/courts/FamilyCourt/services/FLO.aspx.

ADDITIONAL RESOURCES FOR *PRO SE* ASSISTANCE

FAMILY LAW FACILITATORS

King County Courthouse
516 Third Avenue
Room W-382
Seattle, WA 98104
(206) 477-2553

Maleng Regional Justice Center
401 4th Avenue North
Room 3-D
Kent, WA 98032
(206) 477-2781

If you do not have an attorney, the Program can assist you by:

- Providing instructions which list the forms needed to start/complete your case and describe the procedural process
- Direct you to where to get the forms
- Review your paperwork for completeness
- Explain court rules and procedures
- Provide legal resource information
- Call ahead for hours and availability



Facilitator Fees

The Facilitator's Office charges a fee for services per King County Ordinances 16305 and 16306:

THE FEE TO MEET WITH A FACILITATOR IS \$30.00 PER VISIT. IT WILL BE REDUCED TO:

- ◉ **\$10.00** if you earn less than \$20,000.00 annually after taxes (income verification required at the time of service in the form of a tax return, pay stub, unemployment pay stub etc.)
- ◉ **\$5.00** if you are currently receiving state benefits (verification required at the time of service includes a ProviderOne Services card or proof of state issued health insurance in customer's name, award letter for SSI/SSDI or TANF)
- ◉ **\$0** if authorized by a Judge or Commissioner (*A yellow referral form with a judicial signature waiving the fee is required*)

SEATTLE



DIVORCE ROADMAP

- ✓ Understand the process
- ✓ Follow your to-do list
- ✓ Ask for assistance if needed

LINCOLN COUNTY CLERK'S FEE SCHEDULE

NOVEMBER 3, 2022

CIVIL

Title	Service Provided	Fee	RCW
Abstract of Judgment	Filing	20.00	36.18.012(2)
Abstract of Judgment	Preparation – First pg Each Additional Page	5.00 1.00	36.18.016(4)
Arbitration Request for Trial De Novo	Filing (if local authority established)	250.00	36.18.016(26)
Arbitration- Request for Mandatory Arbitration	Filing (if local authority established)	220.00	36.18.016(25)
Bail Bond Justification	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c)
Ballot Recall	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	29A.56.140 36.18.020(2)(a) 36.18.020(5)(c)
Change of Name	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c)
Civil Case Filing	Filing Judicial Surcharge* - Exception - Unlawful Detainer Case Judicial Surcharge*	200.00 <u>40.00</u> 240.00 157.00 <u>40.00</u> 197.00	36.18.020(2)(a) 36.18.020(5)(c) 36.18.012(5) 36.18.020(5)(c)
Civil Protection Order Petition for: Anti-Harassment Domestic Violence Sexual Assault Stalking Vulnerable Adult Extreme Risk (separate petition packet)	Filing/Superior Ct (no fee if stalking, hate crime, etc) Filing/Superior Filing/Superior Filing/Superior Filing/Superior Filing/Superior	53.00 0 0 0 0 0	36.18.020(2)(d); 7.105.105(9)(b) 7.105.105(9)(b)(i) 7.105.065 7.105.070

Title	Service Provided	Fee	RCW
Common Law Lien-Petition	Filing	35.00	60.70.060 36.18.012(9)
Counter-claim, Cross-claim, 3 rd Party claim (1 pleading=1 fee / 2 pleadings=2 fees)	Filing in civil case Judicial Surcharge* Note: Unlawful Detainer cross- claim is \$157.00	200.00 <u>40.00</u> 240.00	36.18.020(a) 36.18.020(5)(c)
Deeds of Trust, Surplus Funds	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	61.24.080(3) 36.18.020(2)(a) 36.18.020(5)(c)
Diking, Drainage & Sewerage Improvement District	Petition for Review filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c) 85.15.110
Election – Affidavit of Elector Contesting Election of Person	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	29A.68.011 36.18.020(2)(a) 36.18.020(5)(c)
Emancipation of Minor	Filing	50.00	36.18.014
Foreign Judgment	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c)
Frivolous Lien/Claim Statute	Filing of Application for Order	35.00	60.04.081(3) 36.18.016(18)
Judicial Review	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	34.05.514 36.18.020(2)(c) 36.18.020(5)(c)
Jury Demand	6 member jury ----- → 12 member jury----- →	125.00 250.00	36.18.016(3)(a)
Land Use Petition	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.70C.040 36.18.020(2)(a) 36.18.020(5)(c)
Legal Newspaper (effective 6/11/41)	Filing Petition & Order Judicial Surcharge*	200.00 <u>40.00</u> 240.00	65.16.040 36.18.020(2)(a) 36.18.020(5)(c)
Minor to Marry (under 17 years of age)	Filing Petition & Order	50.00	26.04.010(2) 36.18.050

Title	Service Provided	Fee	RCW
Minor Work Permit (under 14 years of age)	Filing Petition & Order	20.00	28A.225.080 26.28.060 36.18.012(3)
Property Taxes, Certification of Delinquency, Application for Judgment	Filing; \$2 each contestant at time of filing appeal	2.00	86.64.120 86.64.040
Registration of Land Titles (Torrens Act) NOTE: Repealed in 2022	Application for Registration	20.00	65.12.780 36.18.016(14)
Relief from Duty to Register as a Sex Offender	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c) 9A.44.142
Restoration of Rights to Possess Firearms	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	9.41.040; 9.41.047 36.18.020(2)(a) 36.18.020(5)(c)
Restrictive Covenant	Petition to Strike Discriminatory Provision re real property	20.00	49.60.227 36.18.012(6)
Supplemental Proceedings	Filing in an existing case	20.00	36.18.016(7)
Tax Warrants - Dept of Revenue; All other depts.	Filing	20.00	36.18.012(10) 82.38.235
Transcript of Judgment	Filing	20.00	36.18.012(2)
Unlawful Detainer	1. Filing -----> Judicial Surcharge* 2. Defendant files Answer or Order to Show Cause, Plaintiff pays fee- -----> 3. Full filing fee ----->	45.00 <u>40.00</u> 85.00 <u>112.00</u> 197.00	36.18.020(2)(a) 36.18.020(5)(c) 36.18.012(4)
Unlawful Detainer – Commercial	4. Filing -----> Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.02(2)(a) 36.18.020(5)(c)
Water Rights Statement	Filing	25.00	90.03.180 36.18.016(17)

Title	Service Provided	Fee	RCW
Water System Requirements (Enforcement of---)	Filing of Certified Copy of Administrative Order Judicial Surcharge*	200.00 <u>40.00</u> 240.00	70.119A.040(6) 36.18.020(2)(a) 36.18.020(5)(c)
Writs of: Attachment, Garnishment or Restitution, Execution of Real Property	Each filing	20.00	36.18.016(6) 36.18.050

DOMESTIC

Title	Service Provided	Fee	RCW
Committed Intimate Relationship (Meretricious Relationship)	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c) 26.12.240
Counter Petition (filing in an existing case)	Filing Facilitator Fee Judicial Surcharge* Total	200.00 20.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Custody/Petition for Residential Schedule/Establish Parenting Plan (filed in a new domestic case)	Filing (includes \$20 facilitator fee) Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Custody – Out of State Decree (or Foreign Judgment)	Filing to enforce or modify (includes \$20 facilitator fee) Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.020(5)(c) 26.12.240 26.27.441
Domestic Relations (Divorce, Legal Separation, Invalidity of Marriage, Domestic Partnership)	Filing fee Victim Assessment Fee Facilitator Fee Judicial Surcharge*	200.00 54.00 20.00 40.00 314.00	36.18.020(2)(a) 36.18.016(2)(b) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Facilitator's surcharge	Added to filing fee	20.00	26.12.240 36.18.016(16)
Modification of Decree - in existing Lincoln Cause #	Filing in Existing case→ Facilitator fee-----→ Total-----→	36.00 <u>20.00</u> 56.00	36.18.016(2) 36.18.016(16) 26.12.240
Modification of Decree Never filed in this county	New Filing Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c)
Parentage (Paternity, Challenge, Parenting Plan/Support	Filing fee Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Relocation Notice	Filing fee	No Fee	26.09.430-450
Objection to Relocation	Filing in Existing case→ Facilitator fee-----→ Total-----→	36.00 <u>20.00</u> 56.00	26.09.480 36.18.016(2)(a) 36.18.016(16)

Wage Assignment, Spousal Maintenance or Child Support	Filing of Original action Judicial Surcharge*	220.00	26.18.070
		<u>40.00</u>	36.18.020(2)(a)
		260.00	36.18.020(5)(c)
			36.18.016(16)

PROBATE/PATERNITY/ADOPTION/ GUARDIANSHIP

Title	Service Provided	Fee	RCW
Adoption	Filing Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Adoption – Certified Copy of Decree on Date of Entry	Certified Copy Charges Apply	Variable	36.18.016(4)
Adoption Certified Copy Fee (for vital records) Adoption registration fee (for vital records)	Certified copy Seal the file TOTAL ----->	20.00 <u>15.00</u> 35.00	PAYABLE TO: Vital records
Certificate of Qualification	Issuance (Form K)	5.00	36.18.016(9)
Escheat - Probate Proceedings	Filing Claim Judicial Surcharge* Filing Dept. of Revenue Affidavit	200.00 <u>40.00</u> 240.00 2.00	36.18.020(2)(f) 36.18.020(5)(c) 11.08.300
Estate - Probate	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(f) 36.18.020(5)(c)
Guardianship/ Conservatorship-Adult Emergency Guardianship/ Conervatorship	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(f) 36.18.020(5)(c)
Guardianship – Minor Emergency Guardianship – Minor	Filing Judicial Surcharge* Total	200.00 <u>40.00</u> 240.00	36.18.020(2)(f) 36.18.020(5)(c) NOTE: No filing fee if proposed Guardian is a relative
Letters of Administration, Guardianship or Testamentary	Issuance & certified copy	5.00	36.18.016(9)
Non-judicial Binding Agreement probate dispute resolution TEDRA) W/No Petition filed within existing case	Filing - Petition, written agreement/ memorandum	20.00	11.96A.220 36.18.012(8)
Non-Probate Notice to Creditors	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	11.42.010(3)(a) 36.18.020(2)(f) 36.18.020(5)(c)
Notice to Creditors-Probate filed in a county other than where decedent resided	Filing	20.00	36.18.050 11.40.020(2)

Title	Service Provided	Fee	RCW
Parentage (Paternity, Challenge, Parenting Plan/Support)	Filing Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Parentage Modification	Filing ----- → Facilitator fee -----→ Total-----→	36.00 <u>20.00</u> 56.00	36.18.016(2)(a) 36.18.016(16) 26.18.070
Petition Contesting Will or Trust, and new Non-judicial Binding Agreement (and <u>TEDRA with Petition</u> cases – regardless of whether in a new or existing case)	Filing Judicial Surcharge* Total	200.00 <u>40.00</u> 240.00	36.18.020(2)(g) 36.18.020(5)(c) 11.96A.220
Petition Objecting to Non-Judicial Resolution	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(g) 36.18.020(5)(c)
Petition to Admit Rejected Will	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(g) 36.18.020(5)(c)
Small Estate Affidavit NOTE: can be filed with the Clerk for a fee of \$20	Not filed with Clerk	N/A	See DIY instructions at: washingtonlawhelp.org
Termination of Parent-Child Relationship	Filing Judicial Surcharge*	220.00 <u>40.00</u> 260.00	36.18.020(2)(a) 36.18.016(16) 36.18.020(5)(c) 26.12.240
Trust, Registration or Transfer of	Filing Judicial Surcharge*	200.00 <u>40.00</u> 240.00	36.18.020(2)(a) 36.18.020(5)(c) 11.98.005
Will Only (after death - no probate contemplated)	Filing	20.00	36.18.012(7)
Will (Repository) people still living.	Filing	20.00	11.12.265 36.18.016(28)

CRIMINAL (imposed by Court upon conviction or guilty plea)

Title	Service Provided	Fee	RCW
Collection fee—Criminal NOTE: Repealed 2022	Charge per case per year for clerk to supervise collection of payments	Up to \$100 per year	County resolution #99-91 36.18.016(29)
Crime Victim Penalty upon conviction/admission of guilt	Felony Gross Misdemeanor	500.00 250.00	7.68.035(1)(a)
DNA Collection Fee	Gross Misdemeanor & Felony	100.00	43.43.7541
Fee for possession of depictions of a minor engaged in sexually explicit conduct	Felony	\$1,000. 00 for each separate conviction	9.68A.070
Filing Fee/Costs imposed & reimbursement to county following admission of guilt/conviction	Filing Costs Restitution	200.00 Variable Variable	36.18.020(h) 10.01.160 10.01.170
Judgment Extension	Fee for Processing Extension	200.00	6.17.020 9.94A.760(4) 10.46.190 36.18.016(3)(b)
Jury fee upon conviction	6-person jury -----> 12-person jury ----->	125.00 250.00	7.68.035 10.01.160 10.46.190 36.18.016(3)(b)

JUVENILE FEES

Title	Service Provided	Fee	RCW
Crime Victim Penalty upon conviction/admission of guilt	Felony -----> Misdemeanor ----->	100.00 75.00	7.68.035(1)(b)
Petition to Reinstate Previously Terminated Parental Rights – Filed by Child at Least Age 12 (This proceeding is a separate action from the termination case and is filed as a new case. See RCW 13.34.215(13))	Filing Fee	Child to do fee waiver	13.34.215

APPEALS

Title	Service Provided	Fee	RCW
Appeals from Administrative Hearing Decision	Filing (also see non-fee list) Judicial Surcharge*	200.00 <u>40.00</u> 240.00	34.05.514 36.18.020(2)(c) 36.18.020(5)(c)
Appeal from Court of Limited Jurisdiction – Civil case	Filing (to be paid to lower court) Judicial Surcharge*	200.00 <u>30.00</u> 230.00	36.18.020(2)(b) 36.18.020(5)(b) 3.62.060(2)(a)
Appeal from Court of Limited Jurisdiction - Criminal case	Filing (imposed when affirmed or dismissed – to be paid at lower court)	200.00	36.18.020(2)(h)
Clerk's Certificate on Appeal		2.00	36.18.016(5)
Clerk's Papers	Preparation of designated papers	.50 per pg Electronic .25 per pg	36.18.016(21) RAP 9.7(a),15.4(e)
Notice of Appeal from Superior Court matter to Appellate Court	Filing (payable to Lincoln County Clerk) Judicial Surcharge*	250.00 <u>40.00</u> 290.00	36.18.018(2) 36.18.018(4) 2.32.070
Petition to Review Court of Appeals Decision Terminating Review	Filing	200.00	2.32.070
Transmittal of record & exhibits to Appellate Court	mailing costs	actual cost	RAP 9.8 & 15.4(e)
Upon conviction; failure to prosecute appeal; or affirming conviction in Court of limited jurisdiction	Filing	200.00	36.18.020(2)(h)

MISCELLANEOUS

Title	Service Provided	Fee	RCW
Authenticated or Exemplified copies of documents on file	Certificate \$2 per seal ----→ Plus copy fees of \$5 1 st pg. + \$1 each pg. thereafter: TOTAL \$9/1	4.00 plus copies \$5/1	36.18.016(5) 36.18.016(4)
Bench Warrants, Notices, Summons, Subpoenas, Certificates of Deposition for Out of State Depositions	Issuance	20.00	36.18.050
Bond – approving, including justification on the bond other than in civil actions & probate proceedings		2.00	36.18.016(8)
Certificate	Executing with or without seal	2.00	36.18.016(5)
Change of Venue	Filing fee Judicial Surcharge* (payable to Clerk of County to which case is being transferred) Preparing Change of Venue (Plus Ex Parte fee) Copy charge (if any) (payable to Lincoln Co Clerk)	200.00 40.00 240.00 20.00 20.00 .50/page	4.12.090, 100 36.18.020(2)(a) 36.18.020(5)(c) CR 82(d) 36.18.016(4) 36.18.016(19)
Copies: Certified copies of documents from legal file or imaged documents	First page of each document-----→ Every following page of each document-----→	5.00 1.00	36.18.016(4)
Copies: documents without seal (un-filed, filed or scanned)	Electronic copies Hard Copies	.25/page .50/page	36.18.016(4)
Copies – all other documents	Copy of non-court document	.15/page	RCW 42.56.120
Duplication of Recorded Court Proceedings	Cassette tape Electronic medium	25.00/CD	36.18.016(13)
Ex Parte	Presentation of Order	30.00	36.18.016(12)
Extension of judgment	Filing	200.00	6.17.020 9.94A.760(4) 36.18.016(15)
Fees in Special Cases – where no fee is provided for; fees similar & equal to those allowed for services of the same kind	Filing	Variable	36.16.050

Title	Service Provided	Fee	RCW
Filing any paper not related to or part of any Civil, Criminal or Probate matter, required or permitted to be filed for which no other charge is provided by law.	Filing	20.00	36.18.012(3)
Forms/Packets available	Per packet	Variable	
Investment Service Fee – if written request received for service	Service fee for interest investments	5% of Income Earned	36.48.090
NSF Check charge	NSF	35.00	County Resolution #99-32 36.18.016(24)
Oaths & Affirmations	Fee repealed	-0-	RCW 5.28
Reports & copies produced at the local level as permitted by 2.68.020 & Supreme Court Policy	Copies & reports	Variable	36.18.016(22)
Searches; Compiling Statistical Reports	Looking for cases/research	\$30/hr	36.18.016(11)
Witness/Jury Fee		10.00/day .575/mile	
Cost of non-statutory services rendered by clerk by authority of local ordinance or policy must be charged		Actual cost	36.18.016(24)

FEES IN SPECIAL CASES (RCW 36.18.050)

1. When the Clerk is required to perform services for which no fee or compensation are specifically listed, the Clerk shall be allowed fees similar to and allowed for similar services by statute.
2. Investment service charge and earnings under RCW 36.48.090 must be charged
3. Costs for non-statutory services rendered by clerk by authority of local ordinance or policy must be charged.

FEE EXEMPTIONS	RCW
Abstracts	Abstract to Department of Licensing – For filings from another county clerk for LFO collection
Adoptions Preplacement Report	26.33.190 – Report filed at not cost, even if no case filed yet. Assign a case # and fee is required when Pet. For Adoption is filed
Attorney General	74.20.300 Exempt from filing fees relating to paternity or support
Child Support/Spousal Maintenance Petitions	26.18.040(2) No filing fee if filed by State of Washington
Disclaimer of Interest	Repealed 2005 – no charge
Domestic Violence Petitions	26.50.040, 26.50.030(4) – no filing fees, forms provided free of charge, no charges for certified copies or service fees.
Emancipations	13.64.050(3) No charge for one certified copy of Decree to Petitioner
Employment Security	50.32.110, 50.32.190 Judicial Review on Unemployment Compensation -No fees of any kind chargeable to individuals -No fees for department for any clerks
Guardianships	11.88.030 – if attorney general petitions for appointment of guardian, no fee charged. Or if the alleged incapacitated person has less than \$3,000 in total assets, no filing fee is charged.
Guardianship to Estate	11.88.150(2) Cause Code Migration – No additional fee is charged to transfer a guardianship file to a probate proceeding when migration is ordered
Immigration	No charge for any fees to the U.S. Dept. of Immigration for requests relating to their duties.
Informa Pauperis	RCW 7.36.250 – If order signed, Clerk does not charge any fees <u>for filing</u> . (Does pertain to Ex Parte fee or Facilitator fee, which cannot be waived)
Paternity & Support Actions	RCW 74.20.300 – no fees charged to DSHS or Prosecutor in these cases.

Petition for Initial Detention by Family, Guardian or Conservator ("Joel's Law" case) New Cause Code Eff. 7/24/15: MIF	SSB 5269 - No charge for filing fee. (Clerk to bill local RSN.)
Protection of Vulnerable Adults	74.34.110(9) No charge for forms, brochures, or for obtaining Protection Orders -No charge for filing; -No charge for certified copies to parties Note: Petitioner shall arrange for service of process (no fee for service by LEA)
Relinquishment for adoption	RCW 36.18.020(3) – no fee for filing petitions under this RCW
Veterans Administration	RCW 73.36.155 & 73.04.120 - No fees charged to the requesting party when requesting copies of legal documents for matters concerning VA eligibility, etc.

Confidential Information (CIF)

Clerk: Do not file in a public access file

Superior Court of Washington, County: _____

Case No.: _____

Important! Only court staff and some state agencies may see this form. The other party and his/her lawyer may not see this form unless a court order allows it. State agencies may disclose the information in this form according to their own rules.

1. Who is completing this form? (Name): _____
2. Is there a current restraining or protection order involving the parties or children? ☐ Yes ☐ No
If Yes, who does the order protect? (Name/s): _____
3. Does your address information need to be confidential to protect your or your children's health, safety, or liberty? (Check one): ☐ Yes ☐ No
If Yes, explain why? _____

4. Your Information

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Driver's license/Identicard (#, state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or PO box, city, state zip):			

If your case is **only** about a protection order, the information below is **not** required. Skip to 5.

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):		
Phone:	Email:	Social Sec. #:
Employer's name:		Employer's phone:
Employer's address:		

5. Other Party's Information – This person is a (check one): ☐ Petitioner ☐ Respondent

Full name (first, middle, last):		Date of birth (MM/DD/YYYY):	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Driver's license/Identicard (#, state):	Race:	Relationship to children in this case:	
Mailing address (This address will not be kept private.) (street address or PO box, city, state zip):			

If your case is **only** about a protection order, the information below is **not** required. Skip to 6.

Home address (check one): <input type="checkbox"/> same as mailing address <input type="checkbox"/> listed below (street, city, state, zip):		
Phone:	Email:	Social Sec. #:
Employer's name:		Employer's phone:
Employer's address:		

➤ **Skip sections 6 – 9 if your case does not involve children. Sign at the end.**

6. Children's Information (You do not have to fill out the children's Social Security numbers if your case is only about a protection order.)

Child's full name (first, middle, last)	Date of birth (MM/DD/YYYY)	Race	Sex	Soc. Sec. #	Current location: lives with
1.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____
2.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____
3.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____
4.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____
5.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____
6.			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> other: _____

7. Have the children lived with anyone other than Petitioner or Respondent during the last five years? (Check one): ☐ No ☐ Yes If **Yes**, fill out below:

Children lived with (name)	That person's current address
1.	
2.	

8. Do other people (not parents) have custody or visitation rights to the children?
(Check one): ☐ No ☐ Yes If **Yes**, fill out below:

Person with rights (name)	That person's current address
1.	
2.	

9. If you are asking for custody and are not the parent, list all other adults living in your home:

1. (Name):	Date of birth (MM/DD/YYYY):
2. (Name):	Date of birth (MM/DD/YYYY):

I declare under penalty of perjury under Washington State law that the information on this form about me is true. The information about the other party is the best information I have or is unavailable because (explain): _____

☐ Check here if you need more space to list other Petitioners, Respondents, or children. Put that information on the *Attachment to Confidential Information*, form FL All Family 002, and attach it to this form.

Signed at (city and state): _____ Date: _____



Petitioner/Respondent signs here

Print name here

Superior Court of Washington, County of _____

In re:

Petitioner/s (person/s who started this case):

And Respondent/s (other party/parties):

No. _____

Sealed Financial Source Documents
(Cover Sheet)

(SEALFN)

☒ Clerk's action required.

For use in Family Law and Guardianship cases.

Sealed Financial Source Documents
(Cover Sheet)

Use **this form** as a cover sheet to keep your financial documents **private** from the public. On the first page of each document, write the word "SEALED" 1 inch from the top of the page.

Check the documents you are attaching to this cover sheet to be sealed:

☐ Income tax records

☐ Pay stubs or other proof of earnings

☐ Credit card statements

☐ Bank statements

☐ Checks or the equivalent

☐ Loan application documents

☐ Check registers

☐ Retirement plan orders

☐ Other financial information sealed by court order (specify): _____

Submitted by: ☐ Petitioner or his/her lawyer ☐ Respondent or his/her lawyer



Sign here

Print name (if lawyer, also provide WSBA #)

Important! The other person and the lawyers in your case can see your sealed documents. If you need to keep your address information private for safety reasons, you may cross out or delete your address information.

Superior Court of Washington, County of _____

In re:

Petitioner/s (*person/s who started this case*):

And Respondent/s (*other party/parties*):

No. _____

Agreement to Join Petition (Joinder)
(JN)

Agreement to Join Petition (Joinder)

1. My name is: _____.

2. **I have read and I agree to join the *Petition* filed by the other side:**

(*title of Petition*): _____.

I understand that if I fill out and sign below, the court may approve the requests listed in the *Petition* unless I file and serve a *Response* before the court signs final orders.

(*Check one*):

- ☐ I do not need to be notified about the court's hearings or decisions in this case.
- ☐ I ask the other side to notify me about any hearings in this case. (*List an address where you agree to accept legal documents. This may be a lawyer's address or any other address.*)

address *city* *state* *zip*

(*Optional*) email: _____

If this address changes before the case ends, you **must** notify all parties and the court in writing. You may use the *Notice of Address Change* form (FL All Family 120). You must also update your *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.

3. **Other (if any):** _____

►

Sign here

Print name

Date

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Child Support Order

☐ Temporary (TMORS)

☐ Final (ORS)

☒ Clerk's action required: WSSR

Child Support Order

1. Money Judgment Summary

☐ No money judgment is ordered.

☐ Summarize any money judgments from section 22 in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Past due child support from _____ to _____			\$	\$
Past due medical support from _____ to _____			\$	\$
Past due children's exp. from _____ to _____			\$	\$
Other amounts <i>(describe)</i> :			\$	\$
Yearly Interest Rate for child support, medical support, and children's expenses: 12%. For other judgments: _____% <i>(12% unless otherwise listed)</i>				
Lawyer <i>(name)</i> :		Represents <i>(name)</i> :		
Lawyer <i>(name)</i> :		Represents <i>(name)</i> :		

➤ **Findings and Orders**

2. The court orders child support as part of this family law case. This is a (*check one*):
☐ temporary order. ☐ final order.
3. The *Child Support Schedule Worksheets* attached or filed separately are approved by the court and made part of this Order.

4. **Parents' contact and employment information**

Each parent must fill out and file with the court a *Confidential Information* form (FL All Family 001) including personal identifying information, mailing address, home address, and employer contact information.

Important! If you move or get a new job any time while support is still owed, you must:

- Notify the Support Registry, and
- Fill out and file an updated *Confidential Information* form with the court.

Warning! Any notice of a child support action delivered to the last address you provided on the *Confidential Information* form will be considered adequate notice, if the party trying to serve you has shown diligent efforts to locate you.

5. **Parents' Income**

Parent (<i>name</i>): _____	Parent (<i>name</i>): _____
Net monthly income \$ _____. (<i>line 3 of the Worksheets</i>)	Net monthly income \$ _____. (<i>line 3 of the Worksheets</i>)
This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income (<i>after any exclusions approved below</i>).	This income is (<i>check one</i>): <input type="checkbox"/> imputed to this parent. (<i>Skip to 6.</i>) <input type="checkbox"/> this parent's actual income (<i>after any exclusions approved below</i>).
Does this parent have income from overtime or a 2 nd job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>) Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Yes. This income should be excluded because: ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts. The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> .	Does this parent have income from overtime or a 2 nd job? <input type="checkbox"/> No. (<i>Skip to 6.</i>) <input type="checkbox"/> Yes. (<i>Fill out below.</i>) Should this income be excluded? (<i>check one</i>): <input type="checkbox"/> No. The court has included this income in this parent's gross monthly income on line 1 of the <i>Worksheets</i> . <input type="checkbox"/> Yes. This income should be excluded because: ▪ This parent worked over 40 hours per week averaged over 12 months, and ▪ That income was earned to pay for <input type="checkbox"/> current family needs <input type="checkbox"/> debts from a past relationship <input type="checkbox"/> child support debt, and ▪ This parent will stop earning this extra income after paying these debts. The court has excluded \$ _____ from this parent's gross monthly income on line 1 of the <i>Worksheets</i> .

Parent (name): _____	Parent (name): _____
<input type="checkbox"/> Other Findings: _____ _____	<input type="checkbox"/> Other Findings: _____ _____

6. Imputed Income

To calculate child support, the court may **impute** income to a parent:

- whose income is unknown, or
- who the court finds is unemployed or under-employed by choice.

Imputed income is not actual income. It is an assigned amount the court finds a parent could or should be earning. (RCW 26.19.071(6))

Parent (name): _____	Parent (name): _____
<input type="checkbox"/> Does not apply. This parent's actual income is used. (Skip to 7.)	<input type="checkbox"/> Does not apply. This parent's actual income is used. (Skip to 7.)
<input type="checkbox"/> This parent's monthly net income is imputed because (check one): <ul style="list-style-type: none"> <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <p>The imputed amount is based on the information below: (Options are listed in order of required priority. The Court used the first option possible based on the information it had.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings. <input type="checkbox"/> Full-time pay based on incomplete or irregular information about past earnings. <input type="checkbox"/> Full-time pay at minimum wage in the area where the parent lives because this parent (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> is a high school student. <input type="checkbox"/> recently worked at minimum wage jobs. <input type="checkbox"/> recently stopped receiving public assistance, supplemental security income (SSI), or disability. <input type="checkbox"/> was recently incarcerated. <input type="checkbox"/> Table of Median Net Monthly Income. <input type="checkbox"/> Other (specify): _____ 	<input type="checkbox"/> This parent's monthly net income is imputed because (check one): <ul style="list-style-type: none"> <input type="checkbox"/> this parent's income is unknown. <input type="checkbox"/> this parent is voluntarily unemployed. <input type="checkbox"/> this parent is voluntarily under-employed. <input type="checkbox"/> this parent works full-time but is purposely under-employed to reduce child support. <p>The imputed amount is based on the information below: (Options are listed in order of required priority. The Court used the first option possible based on the information it had.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time pay at current pay rate. <input type="checkbox"/> Full-time pay based on reliable information about past earnings. <input type="checkbox"/> Full-time pay based on incomplete or irregular information about past earnings. <input type="checkbox"/> Full-time pay at minimum wage in the area where the parent lives because this parent (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> is a high school student. <input type="checkbox"/> recently worked at minimum wage jobs. <input type="checkbox"/> recently stopped receiving public assistance, supplemental security income (SSI), or disability. <input type="checkbox"/> was recently incarcerated. <input type="checkbox"/> Table of Median Net Monthly Income. <input type="checkbox"/> Other (specify): _____

7. **Limits affecting the monthly child support amount**

☐ Does not apply. The monthly amount was not affected by the upper or lower limits in RCW 26.19.065.

☐ The monthly amount has been affected by (*check all that apply*):

☐ **low-income limits.** The self-support reserve and presumptive minimum payment have been calculated in the *Worksheets*, lines 8.a. - c.

☐ **the 45% net income limit.** The court finds that the paying parent's child support obligations for his/her biological and legal children are more than 45% of his/her net income (*Worksheets*, line 18). Based on the children's best interests and the parents' circumstances, it is (*check one*): ☐ fair. ☐ **not** fair to apply the 45% limit. (*Describe both parents' situations*):

☐ **Combined Monthly Net Income over \$12,000.** Together, the parents earn more than \$12,000 per month (*Worksheets* line 4). The child support amount (*check one*):

☐ is the presumptive amount from the economic table.

☐ is **more** than the presumptive amount from the economic table because (*specify*):

8. **Standard Calculation**

<i>Parent Name</i>	<i>Standard calculation Worksheets line 17</i>
	\$
	\$

☐ **Check here if there is a Residential Split** – (each parent has at least one of the children from this relationship living with him/her most of the time.)

These children (<i>names and ages</i>):	These children (<i>names and ages</i>):
Live with (<i>parent's name</i>):	Live with (<i>parent's name</i>):

The standard calculation for the parent paying support is \$_____.
This is from (*check one*):

☐ The *Attachment for Residential Split Adjustment (Arvey calculation)*, line G (form WSCSS–Attachment for RSA). This *Attachment* to the *Child Support Schedule Worksheets* is approved by the court and made part of this order.

☐ Other calculation (*specify method and attach Worksheet/s*): _____

9. **Deviation from standard calculation**

Should the monthly child support amount be different from the standard calculation?

☐ **No** – The monthly child support amount ordered in section 10 is the **same** as the standard calculation listed in section 8 because (*check one*):

☐ No one asked for a deviation from the standard calculation. (*Skip to 10.*)

☐ There is no good reason to approve the deviation requested by (*name/s*): _____
The facts supporting this decision are (*check all that apply*):

☐ detailed in the *Worksheets*, Part VIII, lines 20 through 26.

☐ the parent asking for a deviation:

☐ has a new spouse or domestic partner with income of \$_____.

☐ lives in a household where other adults have income of \$_____.

☐ has income from overtime or a 2nd job that was excluded in section 5 above.

☐ other (*specify*): _____

☐ **Yes** – The monthly child support amount ordered in section 10 is **different** from the standard calculation listed in section 8 because (*check all that apply*):

☐ A parent or parents in this case has:

☐ children from other relationships.

☐ paid or received child support for children from other relationships.

☐ gifts, prizes, or other assets.

☐ income that is not regular (non-recurring income) such as bonuses, overtime, etc.

☐ unusual unplanned debt (extraordinary debt not voluntarily incurred).

☐ tax planning considerations that will not reduce the economic benefit to the children.

☐ very different living costs, which are beyond their control.

☐ The children in this case:

☐ spend significant time with the parent who owes support. The non-standard amount still gives the other parent's household enough money for the children's basic needs. The children do not get public assistance (TANF).

☐ have extraordinary income.

☐ have special needs because of a disability.

☐ have special medical, educational, or psychological needs.

☐ There are (or will be) costs for court-ordered reunification or a voluntary placement agreement.

☐ The parent who owes support has shown it is not fair to have to pay the \$50 per child presumptive minimum payment.

☐ The parent who is owed support has shown it is not fair to apply the self-support reserve (calculated on lines 8.a. – c. of the *Worksheets*).

☐ Other reasons: _____

The facts that support the reasons checked above are (*check all that apply*):

☐ detailed in the *Worksheets*, Part VIII, lines 20 through 26.

☐ the parent asking for a deviation:

☐ has a new spouse or domestic partner with income of \$_____.

☐ lives in a household where other adults have income of \$_____.

☐ has income from overtime or a 2nd job that was excluded in section 5 above.

☐ as follows: _____

10. **Monthly child support amount (transfer payment)**

After considering the standard calculation in section 8, and whether or not to apply a deviation in section 9, the court orders the following monthly child support amount (transfer payment).

☐ (*Name*): _____ must pay child support to (*name*): _____ each month as follows for the children listed below (*add lines for additional children if needed*):

Child's Name	Age	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
Total monthly child support amount:		\$

☐ **Residential Split** – Each parent has at least one of the children from this relationship living with him/her most of the time. (*Name*): _____ must pay child support to (*name*): _____ each month as follows:

Total monthly child support amount: **\$**

11. **Starting date and payment schedule**

The monthly child support amount must be paid starting (*month, year*): _____ on the following payment schedule:

☐ in one payment each month by the ____ day of the month.

☐ in two payments each month: ½ by the ____ and ½ by the ____ day of the month.

☐ other (specify): _____

12. Step Increase (for modifications or adjustments only)

☐ Does not apply.

☐ **Approved** – The court is changing a final child support order. The monthly child support amount is increasing by more than 30% from the last final child support order. This causes significant financial hardship to the parent who owes support, so the increase will be applied in two equal steps:

- For six months from the Starting Date in section 11 above, the monthly child support amount will be the old monthly amount plus $\frac{1}{2}$ of the increase, for a total of \$_____ each month.
- On (date): _____, six months after the Starting Date in section 11, the monthly child support amount will be the full amount listed in section 10.

☐ **Denied** – The court is changing a final child support order (check one):

☐ but the monthly payment increased by less than 30%.

☐ and the monthly payment increased by more than 30%, but this does not cause a significant hardship to the parent who owes support.

13. Periodic Adjustment

☐ Child support may be changed according to state law. The Court is not ordering a specific periodic adjustment schedule below.

☐ Any party may ask the court to adjust child support periodically on the following schedule **without** showing a substantial change of circumstances:

The *Motion to Adjust Child Support Order* may be filed:

☐ every _____ months.

☐ on (date/s): _____

☐ other (describe condition or event): _____

Important! A party must file a *Motion to Adjust Child Support Order* (form FL Modify 521), and the court must approve a new *Child Support Order* for any adjustment to take effect.

☐ Deadlines, if any (for example, deadline to exchange financial information, deadline to file the motion): _____

14. Payment Method (check either Registry or Direct Pay)

☐ **Registry** – Send payment to the Washington State Support Registry. The Division of Child Support (DCS) will forward the payments to the person owed support and keep records of all payments.

Address for payment: Washington State Support Registry
PO Box 45868, Olympia, WA 98504

Phone number/s: 1 (800) 922-4306 or 1 (800) 442-5437

Important! If you are ordered to send your support payments to the Washington State Support Registry, and you pay some other person or organization, you will **not** get credit for your payment.

DCS Enforcement (if Registry is checked above):

- ☐ DCS will **enforce** this order because (check all that apply):
- ☐ this is a public assistance case.
 - ☐ one of the parties has already asked DCS for services.
 - ☐ one of the parties has asked for DCS services by signing the application statement at the end of this order (above the *Warnings*).
- ☐ DCS will **not** enforce this order unless one of the parties applies for DCS services or the children go on public assistance.
- ☐ **Direct Pay** – Send payment to the other parent or non-parent custodian by:
- ☐ mail to: _____
- street address or PO box city state zip
- or any new address the person owed support provides to the parent who owes support. (This does not have to be his/her home address.)
- ☐ other method: _____

15. **Enforcement through income withholding (garnishment)**

DCS or the person owed support can collect the support owed from the wages, earnings, assets, or benefits of the parent who owes support, and can enforce liens against real or personal property as allowed by any state's child support laws without notice to the parent who owes the support.

*If this order is **not** being enforced by DCS and the person owed support wants to have support paid directly from the employer, the person owed support must ask the court to sign a separate wage assignment order requiring the employer to withhold wages and make payments. (Chapter 26.18 RCW.)*

Income withholding may be delayed until a payment becomes past due if the court finds good reason to delay.

- ☐ Does not apply. There is no good reason to delay income withholding.
- ☐ Income withholding will be **delayed** until a payment becomes past due because (check one):
- ☐ the child support payments are enforced by DCS and there are good reasons in the children's best interest **not** to withhold income at this time. If this is a case about changing child support, previously ordered child support has been paid on time.
- List the good reasons here: _____
- _____
- ☐ the child support payments are **not** enforced by DCS and there are good reasons **not** to withhold income at this time.
- List the good reasons here: _____
- _____

- ☐ the court has approved the parents' written agreement for a different payment arrangement.

16. End date for support

Support must be paid for each child until (*check one*):

- ☐ the court signs a different order, if this is a temporary order.
- ☐ the child turns 18 or is no longer enrolled in high school, whichever happens last, unless the court makes a different order in section 17.
- ☐ the child turns 18 or is otherwise emancipated, unless the court makes a different order in section 17.
- ☐ after (*child's name*): _____ turns 18. Based on information available to the court, it is expected that this child will be unable to support him/herself and will remain dependent past the age of 18. Support must be paid until (*check one*):
- ☐ this child is able to support him/herself and is no longer dependent on the parents.
- ☐ other: _____
- ☐ other (*specify*): _____

17. Post-secondary educational support (for college or vocational school)

- ☐ **Reserved** – A parent or non-parent custodian may ask the court for post-secondary educational support at a later date without showing a substantial change of circumstances by filing a *Petition to Modify Child Support Order* (form FL Modify 501). The *Petition* must be filed *before* child support ends as listed in section 16.
- ☐ **Granted** – The parents must pay for the children's post-secondary educational support. Post-secondary educational support may include support for the period after high school and before college or vocational school begins. The amount or percentage each person must pay (*check one*):
- ☐ will be decided later. The parties may make a written agreement or ask the court to set the amount or percentage by filing a *Petition to Modify Child Support Order* (form FL Modify 501).
- ☐ is as follows (*specify*): _____
- _____
- ☐ **Denied** – The request for post-secondary educational support is denied.
- ☐ Other (*specify*): _____

18. Tax Issues

***Important!** Although the personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.*

- ☐ Does not apply.
- ☐ The parties have the right to claim the children as their dependents for purposes of personal tax exemptions and associated tax credits on their tax forms as follows (*check one*):

- ☐ Every year – (name): _____
 has the right to claim (children's names): _____;
 and (name): _____
 has the right to claim (children's names): _____.
- ☐ Alternating – (name): _____
 has the right to claim the children for (check one): ☐ even ☐ odd years. The
 other parent has the right to claim the children for the opposite years.
- ☐ Other (specify): _____

For tax years when a non-custodial parent has the right to claim the children, the
 parents **must** cooperate to fill out and submit IRS Form 8332 in a timely manner.

19. Medical Support

Important! Read the Medical Support Warnings at the end of this order. Medical Support
 includes health insurance (both public and private) and cash payments towards premiums
 and uninsured medical expenses.

- ☐ The court is not ordering how health care coverage must be provided for the children
 because the court does not have enough information to determine the availability of
 accessible health care coverage for the children (coverage that could be used for the
 children's primary care). The law requires every parent to provide or pay for medical
 support. The Division of Child Support (DCS) or any parent can enforce this
 requirement. (Skip to 20.)
- ☐ **Private health insurance ordered.** (Name): _____ must pay
 the premium to provide health insurance coverage for the children. The court has
 considered the needs of the children, the cost and extent of coverage, and the
 accessibility of coverage.
- ☐ The other parent must pay his/her proportional share* of the premium paid. Health
 insurance premiums (check one):
- ☐ are included on the Worksheets (line 14). No separate payment is needed.
- ☐ are **not** included on the Worksheets. Separate payment is needed. A parent
 or non-parent custodian may ask DCS or the court to enforce payment for the
 proportional share.
- * Proportional share is each parent's percentage share of the combined net
 income from line 6 of the Child Support Schedule Worksheets.
- ☐ The other parent is **not** ordered to pay for any part of the children's insurance
 because (explain): _____

A parent cannot be excused from providing health insurance coverage through an employer or
 union solely because the child receives public health care coverage.

- ☐ A parent has been ordered to pay an amount that is more than 25% of his/her
 basic support obligation (Worksheets, line 19). The court finds this is in the
 children's best interest because: _____

A parent cannot be ordered to pay an amount towards health care coverage premiums that is more than 25% of his/her basic support obligation (Worksheets, line 19) unless the court finds it is in the best interest of the children.

- ☐ **Public health care coverage.** (Name): _____ has enrolled the child in public health care coverage, and does not have available at no cost accessible health insurance coverage through an employer or union.
- ☐ The other parent must enroll the child in accessible health insurance coverage through their employer or union up to 25% of their basic support obligation.
- ☐ The other parent must pay his/her proportional share* of the premium for public health care coverage for the child. Public health care premiums (*check one*):
- ☐ are included on the *Worksheets* (line 14). No separate payment is needed.
- ☐ are **not** included on the *Worksheets*. Separate payment is needed. A parent or non-parent custodian may ask DCS or the court to enforce payment for the proportional share.
- * *Proportional share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.*
- ☐ The other parent is **not** ordered to pay for any part of the children's health care coverage because (*explain*): _____

A parent cannot be excused from providing health insurance coverage through an employer or union solely because the child receives public health care coverage.

- ☐ A parent has been ordered to pay an amount that is more than 25% of his/her basic support obligation (*Worksheets*, line 19). The court finds this is in the children's best interest because: _____
- ☐ Other (*specify*): _____
-
-

20. Health care coverage if circumstances change or court has not ordered

If the parties' circumstances change, or if the court is not ordering how health care coverage must be provided for the children in section 19:

- A parent, non-parent custodian, or DCS can enforce the medical support requirement.
- If a parent does not provide proof of accessible health care coverage (coverage that can be used for the children's primary care), that parent must:
 - Get (or keep) insurance through his/her work or union, unless the insurance costs more than 25% of his/her basic support obligation (line 19 of the *Worksheets*),
 - Pay his/her share of the other parent's monthly premium up to 25% of his/her basic support obligation (line 19 of the *Worksheets*), or
 - Pay his/her share of the monthly cost of any public health care coverage, such as Apple Health or Medicaid, which is assigned to the state.

21. Children's expenses not included in the monthly child support amount

Uninsured medical expenses – Each parent is responsible for a share of uninsured medical expenses as ordered below. Uninsured medical expenses include premiums, co-pays, deductibles, and other health care costs not paid by health care coverage.

Children's Expenses for:	Parent (name): _____	Parent (name): _____	Make payments to:	
	pays monthly	pays monthly	Person who pays the expense	Service Provider
Uninsured medical expenses	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> _____%**	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> _____%**	<input type="checkbox"/>	<input type="checkbox"/>

* Proportional Share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.

** If the percentages ordered are different from the Proportional Share, explain why:

Other shared expenses (check one):

☐ Does not apply. The monthly amount covers all expenses, except health care expenses.

☐ The parents will share the cost for the expenses listed below (check all that apply):

Children's Expenses for:	Parent (name): _____	Parent (name): _____	Make payments to:	
	pays monthly	pays monthly	Person who pays the expense	Service Provider
<input type="checkbox"/> Day care: _____ _____	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Education: _____ _____	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Long-distance transportation: _____ _____	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (specify): _____ _____	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/> Proportional Share* <input type="checkbox"/> \$ _____ <input type="checkbox"/> _____%**	<input type="checkbox"/>	<input type="checkbox"/>

* Proportional Share is each parent's percentage share of the combined net income from line 6 of the Child Support Schedule Worksheets.

** If any percentages ordered are different from the Proportional Share, explain why:

☐ Other (give more detail about covered expenses here, if needed): _____

A person receiving support can ask DCS to collect:

- expenses owed directly to him/her.
- reimbursement for expenses the person providing support was ordered to pay.
- an order for a money judgment that s/he got from the court.

22. Past due child support, medical support and other expenses

☐ This order does not address any past due amounts or interest owed.

☐ As of (date): _____, no parent owes (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> past due child support | <input type="checkbox"/> interest on past due child support |
| <input type="checkbox"/> past due medical support | <input type="checkbox"/> interest on past due medical support |
| <input type="checkbox"/> past due other expenses | <input type="checkbox"/> interest on past due other expenses |

to (check all that apply): ☐ the other parent or non-parent custodian. ☐ the state.

☐ The court orders the following **money judgments** (summarized in section 1 above):

Judgment for	Debtor's name (person who must pay money)	Creditor's name (person who must be paid)	Amount	Interest
<input type="checkbox"/> Past due child support from _____ to _____			\$	\$
<input type="checkbox"/> Past due medical support (health ins. & health care costs not covered by ins.) from _____ to _____			\$	\$
<input type="checkbox"/> Past due expenses for: <input type="checkbox"/> day care <input type="checkbox"/> education <input type="checkbox"/> long-distance transp. from _____ to _____			\$	\$
<input type="checkbox"/> Other (describe):			\$	\$

The **interest rate** for child support judgments is 12%.

☐ Other (specify): _____

23. Overpayment caused by change

☐ Does not apply.

☐ The *Order* signed by the court today or on date: _____
caused an overpayment of \$_____.

☐ (Name): _____ shall repay this amount
to (Name): _____ by (date): _____.

☐ The overpayment shall be credited against the monthly support amount owed each
month at the rate of \$ _____ each month until paid off.

☐ Other (specify): _____

24. Other Orders

All of the *Warnings* below are required by law and are incorporated and made part of this order.

☐ Other (specify): _____

Ordered.

Date Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below:

This document (check any that apply):

☐ is an agreement of the parties

☐ is presented by me

☐ may be signed by the court without notice to me

This document (check any that apply):

☐ is an agreement of the parties

☐ is presented by me

☐ may be signed by the court without notice to me

Petitioner signs here **or** lawyer signs here + WSBA #

Respondent signs here **or** lawyer signs here + WSBA #

Print Name Date Print Name Date

☐ If any parent or child received public assistance:

The state Department of Social and Health Services (DSHS) was notified about this order through the
Prosecuting Attorney's office, and has reviewed and approved the following:

☐ child support

☐ medical support

☐ past due child support

☐ other (specify): _____

Deputy Prosecutor signs here Print name and WSBA # Date

☐ Parent or Non-Parent Custodian applies for DCS enforcement services:

I ask the Division of Child Support (DCS) to enforce this order. I understand that DCS will keep \$35 each year
(\$25 before 10/1/2019) as a fee if DCS collects more than \$550 (\$500 before 10/1/2019), unless I ask to be
excused from paying this fee in advance. (You may call DCS at 1-800-442-5437. DCS will **not** charge a fee if
you have ever received TANF, tribal TANF, or AFDC.)

Parent or Non-Parent Custodian signs here Print name Date
(lawyer cannot sign for party)

All the warnings below are required by law and are part of the order. Do not remove.

Warnings!

If you don't follow this child support order...

- DOL or other licensing agencies may deny, suspend, or refuse to renew your licenses, including your driver's license and business or professional licenses, and
- Dept. of Fish and Wildlife may suspend or refuse to issue your fishing and hunting licenses and you may not be able to get permits. (RCW 74.20A.320)

If you receive child support...

You may have to:

- Document how that support and any cash received for the children's health care was spent.
- Repay the other parent for any day care or special expenses included in the support if you didn't actually have those expenses. (RCW 26.19.080)

Medical Support Warnings!

The parents must keep the Support Registry informed whether or not they have access to health care coverage for the children at a reasonable cost, and provide the policy information for any such coverage.

* * *

If you are ordered to provide children's health care coverage...

You have **20 days** from the date of this order to send:

- proof that the children are covered , or
- proof that health care coverage is not available as ordered.

Send your proof to the other parent or to the Support Registry (if your payments go there).

If you do **not** provide proof of health care coverage:

- The other parent or the support agency may contact your employer or union, without notifying you, to ask for direct enforcement of this order (RCW 26.18.170), and
- The other parent may:
 - Ask the Division of Child Support (DCS) for help,
 - Ask the court for a contempt order, or
 - File a Petition in court.

Don't cancel your employer or union health insurance for your children unless the court approves or your job ends and you no longer qualify for insurance as ordered in section 19.

If an insurer sends you payment for a medical provider's service:

- you must send it to the medical provider if the provider has not been paid; or
- you must send the payment to whoever paid the provider if someone else paid the provider; or
- you may keep the payment if you paid the provider.

If the children have public health care coverage, the state can make you pay for the cost of the monthly premium.

Always inform the Support Registry and any parent if your access to health care coverage changes or ends.

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Financial Declaration of
(name): _____

(FNDCLR)

Financial Declaration

1. Your personal information

Name: _____

Highest year of education you completed: _____ Your job/profession is: _____

Are you working now?

☐ Yes. List the date you were hired *(month / year)*: _____

☐ No. List the last date you worked *(month / year)*: _____

What was your monthly pay *before* taxes: \$ _____

Why are you not working now? _____

2. Summary of your financial information

*(Complete this section **after** filling out the rest of this form.)*

1. Total Monthly Net Income <i>(copy from section 3, line C. 3.)</i>	\$
2. Total Monthly Expenses After Separation <i>(copy from section 7, line I.)</i>	\$
3. Total Monthly Payments for Other Debts <i>(copy from section 9)</i>	\$
4. Total Monthly Expenses + Payments for Other Debts <i>(add line 2 and line 3)</i>	\$

Gross Monthly Income of Other Party <i>(copy from section 3. A.)</i>	\$
---	----

3. Income

List monthly income and deductions below for you and the other person in your case. If your case involves child support, this same information is required on your *Child Support Worksheets*. If you do not know the other person's financial information, give an estimate.

Tip: If you do not get paid once a month, calculate your *monthly* income like this:

Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Gross Monthly Income (before taxes, deductions, or retirement contributions)		
	You	Other Party
Monthly wage / salary		
Income from interest / dividends		
Income from business		
Spousal support / maintenance received (Paid by: _____)		
Other income		
Total Gross Monthly Income (add all lines above)		
Total gross income for this year before deductions (starting January 1 of this year until now)		

B. Monthly Deductions		
	You	Other Party
Income taxes (federal and state)		
FICA (Soc.Sec. + Medicare) or self-employment taxes		
State Industrial Insurance (Workers' Comp.)		
Mandatory union or professional dues		
Mandatory pension plan payments		
Voluntary retirement contributions (up to the limit in RCW 26.19.071(5)(g))		
Spousal support / maintenance paid		
Normal business expenses		
Total Monthly Deductions (add all lines above)		

C. Net Monthly Income		
	You	Other Party
1. Total Gross Monthly Income (from A above)		
2. Total Monthly Deductions (from B above)		
3. Net Monthly Income (Line 1 minus Line 2)		

4. **Other Income and Household Income**

Tip: If this income is not once a month, calculate the *monthly* amount like this:
 Monthly income = Weekly x 4.3 or 2-week x 2.15 or Twice a month x 2

A. Other Income (Do not repeat income you already listed on page 2.)		
	You	Other Party
Child support received from other relationships		
Other income (From: _____)		
Other income (From: _____)		
Total Other Income (add all lines above)		

B. Household Income (Monthly income of other adults living in the home)		
	Your Home	Other Party's Home
Other adult's gross income (Name: _____)		
Other adult's gross income (Name: _____)		
Total Household Income of other adults in the home (add all lines above)		

5. **Disputed Income** – If you disagree with the other party's statements about anyone's income, explain why the other party's statements are not correct, and your statements are correct:

6. **Available Assets**

List your liquid assets, like cash, stocks, bonds, that can be easily cashed.	
Cash on hand and money in all checking & savings accounts	\$
Stocks, bonds, CDs and other liquid financial accounts	\$
Cash value of life insurance	\$
Other liquid assets	\$
Total Available Assets (add all lines above)	

7. Monthly Expenses After Separation

Tell the court what your monthly expenses are (or will be) after separation. If you have dependent children, your expenses must be based on the parenting plan or schedule you expect to have for the children.

A. Housing Expenses		F. Transportation Expenses	
Rent / Mortgage Payment		Automobile payment (<i>loan or lease</i>)	
Property Tax (if not in monthly payment)		Auto insurance, license, registration	
Homeowner's or Rental Insurance		Gas and auto maintenance	
Other mortgage, contract, or debt payments based on equity in your home		Parking, tolls, public transportation	
Homeowner's Association dues or fees		Other transportation expenses	
Total Housing Expenses		Total Transportation Expenses	
B. Utilities Expenses		G. Personal Expenses (not children's)	
Electricity and heating (gas and oil)		Clothes	
Water, sewer, garbage		Hair care, personal care	
Telephone(s)		Recreation, clubs, gifts	
Cable, Internet		Education, books, magazines	
Other (<i>specify</i>):		Other Personal Expenses	
Total Utilities Expenses		Total Personal Expenses	
C. Food and Household Expenses		H. Other Expenses	
Groceries for (<i>number of people</i>): _____		Life insurance (not deducted from pay)	
Household supplies (cleaning, paper, pets)		Other (<i>specify</i>):	
Eating out		Other (<i>specify</i>):	
Other (<i>specify</i>):		Other (<i>specify</i>):	
Total Food and Household Expenses		Total Other Expenses	
D. Children's Expenses		List all Total Expenses from above:	
Childcare, babysitting		A. Total Housing Expenses	
Clothes, diapers		B. Total Utilities Expenses	
Tuition, after-school programs, lessons		C. Total Food and Household Expenses	
Other expenses for children		D. Total Children's Expenses	
Total Children's Expenses		E. Total Health Care Expenses	
E. Health Care Expenses		F. Total Transportation Expenses	
Insurance premium (health, vision, dental)		G. Total Personal Expenses	
Health, vision, dental, orthodontia, mental health expenses not covered by insurance		H. Total Other Expenses	
Other health expenses not covered by insurance		I. All Total Expenses (add A - H above)	
Total Health Care Expenses		<i>Use section 10 below to explain any unusual expenses, or attach additional pages.</i>	

8. **Debts included in Monthly Expenses listed in section 7 above**

Debt for what expense (mortgage, car loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthly Payment made
		\$	Date:
		\$	Date:
		\$	Date:
		\$	Date:

9. **Monthly payments for other debts (not included in expenses listed in section 7)**

Describe Debt (credit card, loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthly Payment (Date and Amount)	
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
Total Monthly Payments for Debts				

10. **Explanation of expenses or debts (if any needed):**



11. **Lawyer Fees**

List your total lawyer fees and costs for this case as of today.

Amount paid	\$	Source of the money you used to pay these fees and costs: Describe your agreement with your lawyer to pay your fees and costs:
Amount still owed	\$	
Total Fees/Costs	\$	

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (city and state): _____ Date: _____

 _____  _____
 Sign here Print name

Financial Records – You must provide financial records as required by statute and state and local court rules. These records may include:

- Personal Income Tax Returns
- Partnership or Corporate Income Tax Returns
- Pay stubs
- Other financial records

Important! Do not attach financial records to this form. Financial records should be served on the other party and filed with the court separately using the *Sealed Financial Source Documents* cover sheet (FL All Family 011). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties and lawyers in this case, court personnel and certain state agencies and boards.) See GR 22(c)(2).

Superior Court of Washington, County of _____

In re the marriage of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse)*:

No. _____

Petition for Divorce (Dissolution)
(PTDSS)

Petition for Divorce (Dissolution)

1. Information about the parties

Petitioner lives in *(county)*: _____ *(state)*: _____

Respondent lives in *(county)*: _____ *(state)*: _____

2. Information about the marriage *(check all that apply)*

☐ We were married on *(date)*: _____ at *(city and state)*: _____.

☐ Our domestic partnership was registered with the State of _____ on *(date)*: _____, and:

☐ it converted into a marriage by law on June 30, 2014. (RCW 26.60.100.)

☐ we were married on *(date)*: _____ at *(city and state)*: _____.

☐ We currently live in the same household.

☐ We began living in separate households on *(date)*: _____.

3. Request for divorce

This marriage is irretrievably broken. I ask the court to dissolve our marriage and find that our marital community ended on *(check one)*:

☐ the date this Petition is filed.

☐ *(date)*: _____, which is when *(check all that apply)*:

- ☐ one of us moved to a separate household.
- ☐ we separated our assets and debts.
- ☐ we agreed the marital community ended.
- ☐ other (specify): _____

4. Jurisdiction over the spouses

The court has jurisdiction over the marriage because at least one of the spouses lives in Washington State, or is stationed in this state as a member of the armed forces.

- ☐ The court **has** personal jurisdiction over the Respondent because (check all that apply):
 - ☐ The Respondent lives in Washington State.
 - ☐ The Petitioner and Respondent lived in Washington State while they were married, and the Petitioner still lives in this state or is stationed in this state as a member of the armed forces.
 - ☐ The Petitioner and Respondent may have conceived a child together in this state.
 - ☐ Other (specify): _____
- ☐ The court **does not** have personal jurisdiction over the Respondent. (This may limit the court's ability to divide property and debts, award money, set child support or spousal support, or approve a restraining order or protection order.)

5. Is one of the spouses pregnant?

(Check one):

- ☐ No ☐ Yes

If Yes, who is pregnant?

- ☐ Petitioner
- ☐ Respondent

Note: The law considers the other spouse to be the parent of any child born during the marriage or within 300 days after it ends. If the other spouse is not the parent, either spouse may file a *Petition to Decide Parentage* (form FL Parentage 301) in court. In most cases, the deadline to file the *Petition to Decide Parentage* is before the child turns four. (See RCW 26.26A.115, 26.26A.435.)

If everyone agrees, both spouses and the child's biological father can sign an *Acknowledgment (and Denial) of Paternity*. Those forms must be notarized and filed with the Washington State Registrar of Vital Statistics to be valid.

6. Children of the marriage

- ☐ My spouse and I have **no** children together who are still dependent. (Skip to 7.)
- ☐ My spouse and I have the following children together who are still dependent (only list children you and your spouse have together, not children from other relationships):

Child's name	Age	Child's name	Age
1.		4.	
2.		5.	
3.		6.	

a. Children's home/s

During the past 5 years have any of the children lived:

- on an Indian reservation,
- outside Washington state,
- in a foreign country, or
- with anyone who is not a party to this case?

☐ No. (Skip to **b.**)

☐ Yes. (Fill out below to show where each child has lived during the last 5 years.)

Dates	Children	Lived with	In which state, Indian reservation, or foreign country
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	
From: To:	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other (name):	

b. Other people with a legal right to spend time with a child

Do you know of anyone besides you and your spouse who has (or claims to have) a legal right to spend time with any of the children?

(Check one): ☐ No. (Skip to **c.**) ☐ Yes. (Fill out below.)

Name of person	Children this person may have the right to spend time with
	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
	<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):

c. Other court cases involving a child

Do you know of any court cases involving any of the children?

(Check one): ☐ No. (Skip to 7.) ☐ Yes. (Fill out below.)

Kind of case (Family Law, Criminal, Protection Order, Juvenile, Dependency, Other)	County and State	Case number and year	Children
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):

Kind of case (Family Law, Criminal, Protection Order, Juvenile, Dependency, Other)	County and State	Case number and year	Children
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):
			<input type="checkbox"/> All children <input type="checkbox"/> (Name/s):

7. **Jurisdiction over the children** (RCW 26.27.201 – .221, .231, .261, .271)

☐ Does not apply. My spouse and I have **no** children together who are still dependent.

☐ The court **can** approve a *Parenting Plan* for the children my spouse and I have together because (check all that apply; if a box applies to all of the children, you may write “the children” instead of listing names):

☐ **Exclusive, continuing jurisdiction** – A Washington court has already made a custody order or parenting plan for the children, and the court still has authority to make other orders for (children’s names): _____.

☐ **Home state jurisdiction** – Washington is the children’s home state because (check all that apply):

☐ (Children’s names): _____ lived in Washington with a parent or someone acting as a parent for at least the 6 months just before this case was filed, or if the children are less than 6 months old, they have lived in Washington with a parent or someone acting as a parent since birth.

☐ There were times the children were not in Washington in the 6 months just before this case was filed (or since birth if they are less than 6 months old), but those were temporary absences.

☐ (Children’s names): _____ do not live in Washington right now, but Washington was the children’s home state sometime in the 6 months just before this case was filed, and a parent or someone acting as a parent of the children still lives in Washington.

☐ (Children’s names): _____ do not have another home state.

☐ **No home state or home state declined** – No court of any other state (or tribe) has the jurisdiction to make decisions for (children’s names): _____, **or** a court in the children’s home state (or tribe) decided it is better to have this case in Washington **and**:

- The children and a parent or someone acting as a parent have ties to Washington beyond just living here; **and**
- There is a lot of information (substantial evidence) about the children’s care, protection, education and relationships in this state.

☐ **Other state declined** – The courts in other states (or tribes) that might be (*children's names*): _____'s home state have refused to take this case because it is better to have this case in Washington.

☐ **Temporary emergency jurisdiction** – The court can make decisions for (*children's names*): _____ because the children are in this state now **and** were abandoned here **or** need emergency protection because the children (or the children's parent, brother or sister) were abused or threatened with abuse. (*Check one*):

☐ A custody case involving the children was filed in the children's home state (*name of state or tribe*): _____. Washington should take temporary emergency jurisdiction over the children until the Petitioner can get a court order from the children's home state (or tribe).

☐ There is **no** valid custody order or open custody case in the children's home state (*name of state or tribe*): _____. If no case is filed *in the children's home state (or tribe)* by the time the children have been in Washington for 6 months, (*date*) _____, Washington should have final jurisdiction over the children.

☐ Other reason (*specify*): _____

☐ The court **cannot** approve a *Parenting Plan* because the court does not have jurisdiction over the children.

8. Parenting Plan

☐ My spouse and I have **no** children together who are still dependent.

☐ I ask the court to order a *Parenting Plan* for the children my spouse and I have together. I will file and serve my proposed *Parenting Plan* (form FL All Family 140) (*check one*):

☐ at the same time as this *Petition*.

☐ later.

☐ The court **cannot** approve a *Parenting Plan* because the court does not have jurisdiction over the children.

9. Child Support

☐ My spouse and I have **no** children together who are still dependent.

☐ **Court Order** – I ask the court to order child support (including medical support) according to state law for the children my spouse and I have together. (*You may ask for a court order of child support even if there is already an administrative order. The court order will replace the administrative order to the extent the court order is different.*)

☐ I ask the court to order my spouse to pay his/her proportionate share of

(*check all that apply*): ☐ day care expenses

☐ long-distance transportation expenses

☐ education expenses

☐ post-secondary (college or vocational school) support

☐ other child-related expenses (*specify*): _____

- ☐ I ask the court to order that we have the right to claim the children as dependents for purposes of personal tax exemptions and associated tax credits on our tax forms as follows *(describe)*:

Important! Although the personal tax exemptions are currently suspended through tax year 2025, other tax benefits may flow from claiming a child as dependent.

- ☐ **Administrative Order** – There is no need for the court to make a child support order. The DSHS Division of Child Support (DCS) has already established an administrative child support order for the children my spouse and I have together in DCS case number/s: _____. I am not asking the court to make a different child support order.

DCS child support orders do not cover tax issues or post-secondary (college or vocational school) support. Because these issues are not in the administrative order, I ask the court to order (check all that apply):

- ☐ we have the right to claim the children as dependents for purposes of personal tax exemptions and associated tax credits on our tax forms as follows *(describe)*:

- ☐ my spouse to pay his/her proportionate share of post-secondary (college or vocational school) support.

10. **Children from other relationships**

- ☐ Neither spouse has children from other relationships who are still dependent.
- ☐ I have the following dependent children who are not from this relationship *(list name/s and age/s)*: _____.
- ☐ My spouse has the following dependent children who are not from this relationship *(list name/s and age/s)*: _____.

11. **Written Agreements**

Have you and your spouse signed a prenuptial agreement, separation contract or community property agreement?

(Check one): ☐ No. *(Skip to 12.)* ☐ Yes. *(Fill out below.)*

Type of written agreement: _____

Date of written agreement: _____

Should the court enforce this agreement?

(Check one): ☐ Yes ☐ No

If No, why not? _____

12. **Real Property** (land or home)

- ☐ Neither spouse owns any real property.

- ☐ I ask the court to divide the real property according to the written agreement described in 11 above.
- ☐ I ask the court to divide the real property fairly (equitably), as explained below:

Real Property Address	Tax Parcel Number	Who should own this property?
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent

- ☐ I ask the court to divide the real property fairly (equitably) as the court decides.
- ☐ The court does not have jurisdiction to divide the real property.
- ☐ Other (*specify*): _____

13. Personal Property (possessions, assets or business interests of any kind)

- ☐ We have already divided the property fairly. I ask the court to order that each spouse will keep any personal property that s/he now has or controls.
- ☐ I ask the court to divide the personal property according to the written agreement described in 11 above.
- ☐ I ask the court to divide the personal property fairly (equitably), as explained below:

List property (<i>include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number.</i>):	Who should own this property?
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent

- ☐ I ask the court to divide the personal property fairly (equitably) as the court decides.

☐ The court does not have jurisdiction to divide the personal property.

☐ Other: _____

14. **Debts**

☐ I am not aware of any debts.

☐ I ask the court to order each spouse to be responsible for debts s/he incurred (made) after the date of separation.

☐ I ask the court to divide the debts according to the written agreement described in 11 above.

☐ I ask the court to make the following orders about debts (*check all that apply*):

☐ Each spouse is responsible for the debts that are now only in his/her own name.

☐ Divide the debts fairly (equitably), as explained below:

Debt Amount	Creditor (<i>person or company owed this debt</i>)	Who should pay this debt?
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent

☐ Divide the debts fairly (equitably) as the court decides.

☐ The court does not have jurisdiction to divide the debts.

☐ Other: _____

15. **Spousal Support** (maintenance/alimony)

☐ Spousal support is **not** needed.

☐ Spousal support **is** needed. The ☐ Petitioner ☐ Respondent has the ability to pay and should pay support:

☐ as decided by the court.

☐ \$_____ every month until (*date or event*): _____
_____.

☐ according to the written agreement described in 11 above.

☐ other: _____

16. Fees and Costs

- ☐ No request.
- ☐ Order my spouse to pay my lawyer's fees, other professional fees, and costs for this case.

17. Protection Order

Do you want the court to issue an Order for Protection as part of the final orders in this case?

- ☐ **No.** I do not want an Order for Protection.
- ☐ **Yes.** (You must file a Petition for Order for Protection, form DV-1.015 for domestic violence, or form UHST-02.0200 for harassment. You may file your Petition for Order for Protection using the same case number assigned to this case.)

Important! If you need protection now, ask the court clerk about getting a Temporary Order for Protection.

- ☐ **There already is an Order for Protection between my spouse and me.** (Describe):

Court that issued the order: _____

Case number: _____

Expiration date: _____

18. Restraining Order

Do you want the court to issue a Restraining Order as part of the final orders in this case?

- ☐ **No.** (Skip to 19.)
- ☐ **Yes.** Check the type of orders you want:
- ☐ **Do not disturb** – Order the Respondent not to disturb my peace or the peace of any child listed in 6.
- ☐ **Stay away** – Order the Respondent not to go onto the grounds of or enter my home, workplace, or school, and the daycare or school of any child listed in 6.
- ☐ Also, not knowingly to go or stay within _____ feet of my home, workplace, or school, or the daycare or school of any child listed in 6.
- ☐ **Do not hurt or threaten** – Order the Respondent:
- Not to assault, harass, stalk, or molest me or any child listed in 6; and
 - Not to use, try to use, or threaten to use physical force against me or the children that would reasonably be expected to cause bodily injury.

Warning! If the court makes this order, the court must consider if weapons restrictions are required by state law; federal law may also prohibit the Restrained Person from possessing firearms or ammunition.

- ☐ **Prohibit weapons and order surrender** – Order the Respondent:

- Not to access, possess or obtain any firearms, other dangerous weapons, or concealed pistol licenses until the Order ends, **and**
- To immediately surrender any firearms, other dangerous weapons, and any concealed pistol licenses that he/she possesses to (*check one*): ☐ the police chief or sheriff. ☐ his/her lawyer. ☐ other person (*name*): _____.

☐ **Other restraining orders:** _____

Important! If you want a restraining order **now**, you must file a Motion for Temporary Family Law Order and Restraining Order (FL Divorce 223) or a Motion for Immediate Restraining Order (Ex Parte) (FL Divorce 221).

19. Name Change

☐ No request.

☐ Change the Petitioner's name to: _____
first
middle
last

20. Other requests, if any

Petitioner fills out below:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): _____ Date: _____

▶ _____
Petitioner signs here
Print name

Petitioner's lawyer (if any) fills out below:

▶ _____
Petitioner's lawyer signs here
Print name and WSBA No.
Date

☐ **Respondent fills out below if he/she agrees to join this Petition:**

I, (*name*): _____, agree to join this *Petition*. I understand that if I fill out and sign below, the court may approve the requests listed in this *Petition* unless I file and serve a *Response* before the court signs final orders. (*Check one*):

☐ I do not need to be notified about the court's hearings or decisions in this case.

☐ I ask the Petitioner to notify me about any hearings in this case. (*List an address where you agree to accept legal documents. This may be a lawyer's address or any other address.*)

address
city
state
zip

(*If this address changes before the case ends, you **must** notify all parties and the court in writing. You may use the Notice of Address Change form (FL All Family 120). You must also update your Confidential Information Form (FL All Family 001) if this case involves parentage or child support.*)

▶ _____
Respondent signs here
Print name
Date

Superior Court of Washington, County of _____

In re the marriage of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse)*:

No. _____

Findings and Conclusions about a Marriage
(FNFCL)

Findings and Conclusions about a Marriage

1. Basis for findings and conclusions *(check all that apply)*:

- ☐ Spouses' agreement.
- ☐ Order on Motion for Default *(date)*: _____.
- ☐ Court hearing on *(date)*: _____, where the following people were present *(check all that apply)*:
- ☐ Petitioner ☐ Petitioner's lawyer
- ☐ Respondent ☐ Respondent's lawyer
- ☐ Other *(name and relationship to this case)*: _____
- ☐ Other *(name and relationship to this case)*: _____

➤ **The Court makes the following findings of fact and conclusions of law:**

2. Notice *(check all that apply)*:

- ☐ The Respondent has appeared in this case, or has responded to or joined the *Petition*.
- ☐ The Respondent was served on *(date)*: _____
(check all that apply):
- ☐ in person.
- ☐ by mail.
- ☐ by publication.
- ☐ waived service by joining the *Petition*.

3. Jurisdiction over the marriage and the spouses (check all that apply):

At the time the *Petition* was filed,

the Petitioner ☐ lived ☐ did not live in Washington State.

the Respondent ☐ lived ☐ did not live in Washington State.

☐ The Petitioner and Respondent lived in this state while they were married, and the Petitioner still lives in this state or is stationed here as a member of the armed forces.

☐ The Petitioner is a member of the armed forces and has been stationed here for at least 90 days.

☐ The Petitioner and Respondent may have conceived a child together in this state.

☐ Other (specify): _____

Conclusion: The court ☐ **has** ☐ does **not have** jurisdiction over the marriage.

The court ☐ **has** ☐ does **not have** jurisdiction over the Respondent.

4. Information about the marriage

☐ The spouses were married on (date): _____ at (city and state): _____.

☐ Before they married, the spouses were registered domestic partners. Their domestic partnership was registered with the State of _____ on (date): _____ and:

☐ it converted into a marriage by law on June 30, 2014. (RCW 26.60.100.)

☐ they were married on (date): _____ at (city and state): _____.

5. Separation Date

The marital community ended on (date): _____. The parties stopped acquiring community property and incurring community debt on this date.

6. Status of the marriage

☐ **Divorce** – This marriage is irretrievably broken, and it has been 90 days or longer since the *Petition* was filed and the *Summons* was served or the Respondent joined the *Petition*.

☐ **Legal Separation** – The (check one or both): ☐ Petitioner ☐ Respondent want/s to be legally separated.

☐ **Invalidity** – The (check one or both): ☐ Petitioner ☐ Respondent want/s to invalidate (annul) this marriage, and the court finds the following facts about the validity of this marriage: _____

Conclusion: The Petition for divorce, legal separation or invalidity (annulment) should be:

☐ approved.

☐ denied.

7. Separation Contract

- ☐ There is no separation contract.
- ☐ The spouses signed a separation contract on *(date)*: _____.

Conclusion: The parties should *(check one)*:

- ☐ be ordered to comply with the terms of the contract.
- ☐ **not** be ordered to comply with the terms of the contract because: ____

- ☐ The contract provides that it shall **not** be set forth, filed, or made an exhibit to the order.

8. Real Property (land or home)

- ☐ Neither spouse owns any real property.
- ☐ The spouses' real property is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The spouses' real property is listed in the separation contract described in 7.
- ☐ The spouses' real property is listed below:

Real Property Address	Tax Parcel Number	Community or Separate Property
		<input type="checkbox"/> community property <input type="checkbox"/> Petitioner's separate property <input type="checkbox"/> Respondent's separate property
		<input type="checkbox"/> community property <input type="checkbox"/> Petitioner's separate property <input type="checkbox"/> Respondent's separate property
		<input type="checkbox"/> community property <input type="checkbox"/> Petitioner's separate property <input type="checkbox"/> Respondent's separate property

- ☐ The court does not have jurisdiction to divide real property.

- ☐ Other *(specify)*: _____
- _____
- _____

Conclusion: The division of real property described in the final order is fair (just and equitable).

9. Community Personal Property (possessions, assets or business interests of any kind)

- ☐ There is no community personal property.
- ☐ The community personal property has already been divided fairly between the spouses. Each spouse should keep any community personal property that s/he now has or controls.

- ☐ The spouses' community personal property is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The spouses' community personal property is listed in the separation contract described in 7.
- ☐ The spouses' community personal property is listed below. *(Include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number. For vehicles, list year, make, model and VIN or license plate number.)*

1.	5.
2.	6.
3.	7.
4.	8.

- ☐ The court does not have jurisdiction to divide property.
- ☐ Other (specify): _____

Conclusion: The division of community personal property described in the final order is fair (just and equitable).

10. Separate Personal Property *(possessions, assets or business interests of any kind)*

- ☐ Neither spouse has separate personal property.
- ☐ The **Petitioner** has no separate personal property.
- ☐ The **Respondent** has no separate personal property.
- ☐ The separate personal property has already been divided fairly between the spouses. Each spouse should keep any separate property that s/he now has or controls.
- ☐ The **Petitioner's** separate personal property is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The **Respondent's** separate personal property is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The spouses' separate personal property is listed in the separation contract described in 7.
- ☐ The **Petitioner's** separate personal property is listed below. *(Include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number. For vehicles, list year, make, model and VIN or license plate number.)*

1.	5.
2.	6.
3.	7.
4.	8.

- ☐ The **Respondent's** separate personal property is listed below. *(Include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number. For vehicles, list year, make, model and VIN or license plate number.)*

1.	5.
2.	6.
3.	7.
4.	8.

- ☐ The court does not have jurisdiction to divide property.
- ☐ Other *(specify)*: _____

Conclusion: The division of separate personal property described in the final order is fair (just and equitable).

11. Community Debt

- ☐ There is no community debt.
- ☐ The community debt has already been divided fairly between the spouses.
- ☐ The spouses' community debt is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The spouses' community debt is listed in the separation contract described in 7.
- ☐ The spouses' community debt is listed below:

Debt Amount	Creditor (person or company owed this debt)	Account Number (last 4 digits only)
\$		
\$		
\$		
\$		

- ☐ The court does not have jurisdiction to divide debt.
- ☐ Other *(specify)*: _____

Conclusion: The division of community debt described in the final order is fair (just and equitable).

12. Separate Debt

- ☐ Neither spouse has separate debt.
- ☐ The **Petitioner** has no separate debt.
- ☐ The **Respondent** has no separate debt.
- ☐ The separate debt has already been divided fairly between the spouses.

- ☐ The **Petitioner's** separate debt is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The **Respondent's** separate debt is listed in Exhibit _____. This Exhibit is attached and made part of these Findings.
- ☐ The spouses' separate debt is listed in the separation contract described in 7.
- ☐ The **Petitioner's** separate debt is listed below:

Debt Amount	Creditor (person or company owed this debt)	Account Number (last 4 digits only)
\$		
\$		
\$		
\$		

- ☐ The **Respondent's** separate debt is listed below:

Debt Amount	Creditor (person or company owed this debt)	Account Number (last 4 digits only)
\$		
\$		
\$		
\$		

- ☐ The court does not have jurisdiction to divide debt.
- ☐ Other (*specify*): _____

Conclusion: The division of separate debt described in the final order is fair (just and equitable).

13. Spousal Support (maintenance/alimony)

- ☐ Spousal support was **not** requested.
- ☐ Spousal support should be based on the separation contract listed in 7.
- ☐ Spousal support was requested.

Conclusion: Spousal support should (*check one*):

- ☐ be ordered because: _____
- _____
- _____
- _____
- ☐ **not** be ordered because: _____
- _____

14. Fees and Costs

- ☐ Each party should pay his/her own fees or costs.
- ☐ Fees and costs should be paid according to the separation contract listed in 7.
- ☐ The (*check one*): ☐ Petitioner ☐ Respondent incurred fees and costs, and needs help to pay those fees and costs. The other spouse has the ability to help pay fees and costs and should be ordered to pay the amount as listed in the final order. The court finds that the amount ordered is reasonable.
- ☐ Fees for a guardian ad litem (GAL) or other court-appointed professional should be paid as listed in the final order. The court has considered relevant factors including each party's ability to pay, and finds the fees as ordered are reasonable.
- ☐ Other findings: _____
-

15. Protection Order

- ☐ No one requested an *Order for Protection* in this case.
- ☐ (*Name*) _____ requested an *Order for Protection* in this case.

Conclusion: The court should (*check one*):

☐ **not** approve an *Order for Protection* because: _____

☐ approve an *Order for Protection* because: _____

16. Restraining Order

- ☐ No one requested a *Restraining Order* in this case.
- ☐ The (*check one*): ☐ Petitioner ☐ Respondent requested a *Restraining Order*.

Conclusion: The court should (*check one*):

☐ **not** approve a *Restraining Order* because: _____

☐ approve a *Restraining Order* because: _____

17. Pregnancy

- ☐ Neither spouse is pregnant.
- ☐ One of the spouses is pregnant (*check one*): ☐ Petitioner ☐ Respondent

Conclusion: The pregnancy shall not delay finalization of this case. Finalization of this case shall not affect any future case about the unborn child's parentage that is filed within the time limits allowed by law.

- ☐ A case about the parentage of the unborn child has been joined (combined) with this case. The court's *Findings and Conclusions about Parentage* will be filed separately.

☐ Other (*specify*): _____

Note: The law considers the other spouse to be the parent of any child born during the marriage or within 300 days after it ends. If the other spouse is **not** the parent, either spouse may file a *Petition to Disprove Parentage of Presumed Parent* (FL Parentage 355) in court. In most cases, the deadline to file the *Petition to Disprove* is before the child turns four. (See RCW 26.26.116, 26.26.500 – 26.26.625.)

If everyone agrees, both spouses and the child's biological father can sign an *Acknowledgment (and Denial) of Paternity*. Those forms must be notarized and filed with the Washington State Registrar of Vital Statistics to be valid.

18. Children of the marriage

- ☐ The spouses have **no** children together who are still dependent.
- ☐ The spouses have the following children together who are still dependent (*only list children the spouses have together, not children from other relationships*):

Child's name	Age	Child's name	Age
1.		4.	
2.		5.	
3.		6.	

If there are children listed above who do not have both spouses listed on their birth certificates, the State Registrar of Vital Statistics should be ordered to amend the children's birth certificates to list both spouses as parents.

☐ Other (*specify*): _____

19. Jurisdiction over the children (RCW 26.27.201 – .221, .231, .261, .271)

- ☐ Does not apply. The spouses have **no** children together who are still dependent.
- ☐ The court can approve a *Parenting Plan* for the children the spouses have together because (*check all that apply; if a box applies to all of the children, you may write "the children" instead of listing names*):
- ☐ **Exclusive, continuing jurisdiction** – A Washington court has already made a custody order or parenting plan for the children, and the court still has authority to make other orders for (*children's names*): _____.

- ☐ **Home state jurisdiction** – Washington is the children's home state because (check all that apply):
- ☐ (Children's names): _____ lived in Washington with a parent or someone acting as a parent for at least the 6 months just before this case was filed, or if the children were less than 6 months old when the case was filed, they had lived in Washington with a parent or someone acting as a parent since birth.
 - ☐ There were times the children were not in Washington in the 6 months just before this case was filed (or since birth if they were less than 6 months old), but those were temporary absences.
 - ☐ (Children's names): _____ do not live in Washington right now, but Washington was the children's home state some time in the 6 months just before this case was filed, and a parent or someone acting as a parent of the children still lives in Washington.
 - ☐ (Children's names): _____ do not have another home state.
- ☐ **No home state or home state declined** – No court of any other state (or tribe) has the jurisdiction to make decisions for (children's names): _____, or a court in the children's home state (or tribe) decided it is better to have this case in Washington **and**:
- The children and a parent or someone acting as a parent have ties to Washington beyond just living here; **and**
 - There is a lot of information (substantial evidence) about the children's care, protection, education and relationships in this state.
- ☐ **Other state declined** – The courts in other states (or tribes) that might be (children's names): _____'s home state have refused to take this case because it is better to have this case in Washington.
- ☐ **Temporary emergency jurisdiction** – Washington had temporary emergency jurisdiction over (children's names): _____ when the case was filed, and now has jurisdiction to make a final custody decision because:
- When the case was filed, the children were abandoned in this state, or the children were in this state and the children (or children's parent, brother or sister) was abused or threatened with abuse;
 - The court signed a temporary order on (date) _____ saying that Washington's jurisdiction will become final if no case is filed in the children's home state (or tribe) by the time the children have been in Washington for 6 months;
 - The children have now lived in Washington for 6 months; **and**
 - No case concerning the children has been started in the children's home state (or tribe).
- ☐ Other reason (specify): _____
- ☐ The court cannot approve a *Parenting Plan* because the court does not have jurisdiction over the children.

20. Parenting Plan

- ☐ The spouses have **no** children together who are still dependent.

- ☐ The court signed the final *Parenting Plan* filed separately today or on (date): _____.
- ☐ Both parents agreed to and signed the *Parenting Plan*.
- ☐ Other (specify): _____
-
- ☐ The court cannot approve a *Parenting Plan* because the court does not have jurisdiction over the children.

21. Child Support

- ☐ The spouses have **no** children together who are still dependent.
- ☐ The dependent children should be supported according to state law.
- ☐ The court signed the final *Child Support Order* and *Worksheets* filed separately today or on (date): _____.
- ☐ There is no need for the court to make a child support order because the DSHS Division of Child Support (DCS) has already established an administrative child support order for the children of this marriage in DCS case number(s) _____.
- ☐ Other (specify): _____

22. Other findings or conclusions (if any)

 Date

 Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below.

This document (check any that apply):

- ☐ is an agreement of the parties
- ☐ is presented by me
- ☐ may be signed by the court without notice to me

This document (check any that apply):

- ☐ is an agreement of the parties
- ☐ is presented by me
- ☐ may be signed by the court without notice to me

 Petitioner signs here **or** lawyer signs here + WSBA #

 Respondent signs here **or** lawyer signs here + WSBA #

 Print Name

 Date

 Print Name

 Date

Superior Court of Washington, County of _____

In re the marriage of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse)*:

No. _____

☐ Final Divorce Order (Dissolution Decree) (DCD)

☐ Final Legal Separation Order (Decree) (DCLGSP)

☐ Invalid Marriage Order (Annulment Decree) (DCINMG)

☐ Valid Marriage Order (Decree) (DCVMO)

☐ Clerk's action required: 1, 2, 6, 13, 14, 16

Final ☐ Divorce Order ☐ Legal Separation Order

☐ Invalid Marriage Order ☐ Valid Marriage Order

1. **Money Judgment Summary**

☐ No money judgment is ordered.

☐ Summarize any money judgments from sections 6 or 14 in the table below.

Judgment for	Debtor's name <i>(person who must pay money)</i>	Creditor's name <i>(person who must be paid)</i>	Amount	Interest
Money Judgment (section 6)			\$	\$
Fees and Costs (section 14)			\$	\$
Other amounts <i>(describe)</i> :			\$	\$
Yearly Interest Rate: ____% <i>(12% unless otherwise listed)</i>				
Lawyer <i>(name)</i> :		represents <i>(name)</i> :		
Lawyer <i>(name)</i> :		represents <i>(name)</i> :		

2. **Summary of Real Property Judgment (land or home)**

☐ No real property judgment is ordered

☐ Summarize any real property judgment from section 7 in the table below.

Grantor's name (person giving property)	Grantee's name (person getting property)	Real Property (fill in at least one)	
		Assessor's property tax parcel or account number:	Legal description of property awarded (lot/block/plat/section, township, range, county, state)
Lawyer (name):		represents (name):	
Lawyer (name):		represents (name):	

➤ **The court has made Findings and Conclusions in this case and now Orders:**

3. **Marriage**

- ☐ This marriage is dissolved. The Petitioner and Respondent are divorced.
- ☐ The Petitioner and Respondent are granted a Legal Separation.
- ☐ This marriage is invalid (annulled).
- ☐ This marriage is valid (not annulled).

4. **Name Changes**

- ☐ Neither spouse asked to change his/her name.
- ☐ The Petitioner's name is changed to (new name):

first middle last

- ☐ The Respondent's name is changed to (new name):

first middle last

5. **Separation Contract**

- ☐ There is no enforceable separation contract.
- ☐ The spouses must comply with the terms of the separation contract signed on (date): _____. This contract is (check one):
- ☐ attached as an Exhibit and made part of this Order.
- ☐ **not** filed with the court and is incorporated by reference. (RCW 26.09.070(5))
- ☐ filed with the court as a separate document and is incorporated by reference.

6. **Money Judgment** (summarized in section 1 above)

☐ None.

☐ The (check one): ☐ Petitioner ☐ Respondent must pay the other party (amount) \$_____. The court grants a judgment for this amount.

The **interest rate** is 12% unless another amount is listed below.

☐ The interest rate is _____% because (explain): _____

☐ Other: _____

7. **Real Property** (land or home) (summarized in section 2 above)

☐ Neither spouse owns any real property.

☐ The real property is divided according to the separation contract described in 5 above.

☐ The real property is divided as listed in Exhibit _____. This Exhibit is attached and made part of this Order.

☐ The real property is divided as explained below:

Real Property Address	Tax Parcel Number	Given to which spouse as his/her separate property?
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent

☐ The spouse giving up ownership must sign a Quit Claim Deed and Real Estate Excise Tax Affidavit to transfer the real property to the other spouse by (date): _____.

☐ The court does not have jurisdiction to divide real property.

☐ Other (specify): _____

8. **Petitioner's Personal Property** (possessions, assets or business interests of any kind)

☐ The personal property that Petitioner now has or controls is given to Petitioner as his/her separate property. No transfer of property between Petitioner and Respondent is required.

☐ The personal property listed as Petitioner's in the separation contract described in 5 above is given to Petitioner as his/her separate property.

- ☐ The personal property listed in Exhibit ____ is given to Petitioner as his/her separate property. This Exhibit is attached and made part of this Order.
- ☐ The personal property listed below is given to Petitioner as his/her separate property. *(Include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number. For vehicles, list year, make, model and VIN or license plate number.)*

1.	5.
2.	6.
3.	7.
4.	8.

- ☐ The court does not have jurisdiction to divide personal property.
- ☐ Other *(specify)*: _____

9. Respondent's Personal Property (possessions, assets or business interests of any kind)

- ☐ The personal property that Respondent now has or controls is given to Respondent as his/her separate property. No transfer of property between Petitioner and Respondent is required.
- ☐ The personal property listed as Respondent's in the separation contract described in 5 above is given to Respondent as his/her separate property.
- ☐ The personal property listed in Exhibit ____ is given to Respondent as his/her separate property. This Exhibit is attached and made part of this Order.
- ☐ The personal property listed below is given to Respondent as his/her separate property. *(Include vehicles, pensions/retirement, insurance, bank accounts, furniture, businesses, etc. Do not list more than the last four digits of any account number. For vehicles, list year, make, model and VIN or license plate number.)*

1.	5.
2.	6.
3.	7.
4.	8.

- ☐ The court does not have jurisdiction to divide personal property.
- ☐ Other *(specify)*: _____

10. Petitioner's Debt

The Petitioner must pay all debts s/he has incurred (made) since the date of separation, unless the court makes a different order about a specific debt below. *(Check one)*:

- ☐ The Petitioner has no debt.
- ☐ The Petitioner must pay the debts that are now in his/her name.

- ☐ The Petitioner must pay debts as required by the separation contract described in 5 above.
- ☐ The Petitioner must pay the debts listed in Exhibit _____. This Exhibit is attached and made part of this Order.
- ☐ The Petitioner must pay all debts listed below:

Debt Amount	Creditor (person or company owed this debt)	account number (last 4 digits only)
\$		
\$		
\$		
\$		

- ☐ The court does not have jurisdiction to divide debts.
- ☐ Other (*specify*): _____

11. Respondent's Debt

The Respondent must pay all debts s/he has incurred (taken on) since the date of separation, unless the court makes a different order about a specific debt below. (*Check one*):

- ☐ The Respondent has no debt.
- ☐ The Respondent must pay the debts that are now in his/her name.
- ☐ The Respondent must pay debts as required by the separation contract described in 5 above.
- ☐ The Respondent must pay the debts listed in Exhibit _____. This Exhibit is attached and made part of this Order.
- ☐ The Respondent must pay all debts listed below:

Debt Amount	Creditor (person or company owed this debt)	account number (last 4 digits only)
\$		
\$		
\$		
\$		

- ☐ The court does not have jurisdiction to divide debts.
- ☐ Other (*specify*): _____

12. Debt Collection (hold harmless)

- ☐ Does not apply.
- ☐ If one spouse fails to pay a debt as ordered above and the creditor tries to collect the debt from the other spouse, the spouse who was ordered to pay the debt must hold the other spouse harmless from any collection action about the debt. This includes

reimbursing the other spouse for any of the debt he/she paid and for attorney fees or costs related to defending against the collection action.

☐ Other (*specify*): _____

13. Spousal Support (maintenance/alimony)

☐ No spousal support is ordered.

☐ Spousal support must be paid as required by the separation contract described in 5 above. Spousal support will end when either spouse dies, or the spouse receiving support gets married or registers a new domestic partnership, *unless* the separation contract provides differently.

☐ Spousal support must be paid as described in Exhibit _____. This Exhibit is attached and made part of this Order. Spousal support will end when either spouse dies, or the spouse receiving support gets married or registers a new domestic partnership, *unless* the Exhibit provides differently.

☐ The (*check one*): ☐ Petitioner ☐ Respondent must pay spousal support as follows:

Amount:	Start date:	End date :	Payment schedule:
\$ _____ each month	_____ <i>Date 1st payment is due</i>	_____ <i>(If any)</i>	_____ <i>Day(s) of the month each payment is due (for example, "the 5th," "weekly," or "half on the 1st and half on the 15th")</i>

Whether or not there is an end date, as a matter of law spousal support will end when either spouse dies, or the spouse receiving support gets married or registers a new domestic partnership, unless expressly stated below. (RCW 26.09.170(2).)

☐ Other (*specify*): _____

Make all payments to (*check one*):

☐ the other spouse directly by (*check one*):

☐ mail to: _____
Street address or PO box City State Zip

☐ direct deposit/transfer to a bank account identified by the receiving party.

The receiving party must notify the paying party of any address or account change.

☐ the Washington State Support Registry. The Registry will forward the support to the other spouse (*only if child support is also ordered*). (*If you check this box, also check the "Clerk's action required" box in the caption on page 1.*) **To the Clerk:** forward a copy of this order to WSSR.

☐ the court clerk, who will forward the support to the other spouse (*only if there is no child support order*). (*If you check this box, also check the "Clerk's action required" box in the caption on page 1.*)

☐ Other (*specify*): _____

☐ The spouse paying support has public (state) retirement benefits. (RCW 26.09.138)

☐ The spouse owed support may ask, without giving notice, for the other spouse's retirement benefits to be assigned to him/her if:

- \$100 or more in spousal support is more than 15 days late, or
- The other spouse asks to take money out of his/her public retirement account. (RCW 41.50)

☐ The Department of Retirement Systems may pay all or part of a withdrawal from a retirement account directly to the spouse owed support. (RCW 41.50.550(3))

☐ Other (specify): _____

14. **Fees and Costs** (Summarize any money judgment in section 1 above.)

☐ Each spouse will pay his/her own fees and costs.

☐ Fees and costs must be paid as required by the separation contract described in 5 above.

☐ The court orders a money judgment for fees and costs as follows:

Judgment for	Debtor's name (person who must pay money)	Creditor's name (person who must be paid)	Amount	Interest
<input type="checkbox"/> lawyer fees			\$	\$
<input type="checkbox"/> guardian ad litem (GAL) fees			\$	\$
<input type="checkbox"/> court costs			\$	\$
<input type="checkbox"/> other fees and expenses (specify):			\$	\$

The **interest rate** is 12% unless another amount is listed below.

☐ The interest rate is _____% because (explain): _____

☐ Other: _____

15. **Protection Order**

☐ No one requested an *Order for Protection*.

☐ **Approved** – The request for an *Order for Protection* is approved. The *Order for Protection* is filed separately.

☐ **Denied** – The request for an *Order for Protection* is denied. The *Denial Order* is filed separately.

☐ **Renewed/Changed** – The existing *Order for Protection* filed in or combined with this case is renewed or changed as described in following order, filed separately (check one):

☐ *Order on Renewal of Order for Protection*

☐ *Order Modifying/Terminating Order for Protection*

☐ Other: _____

16. Restraining Order

- ☐ No one requested a *Restraining Order*.
- ☐ **Approved** – The request for a *Restraining Order* is approved. The *Restraining Order* is filed separately.
- ☐ **Denied** – The request for a *Restraining Order* is denied.
- ☐ Check this box if the court previously signed a temporary *Restraining Order* and is **not** signing a final *Restraining Order* in this case. Also check the “Clerk’s action required” box in the caption on page 1.

Name of law enforcement agency where the Protected Person lived when the *Restraining Order* was issued: _____

To the Clerk: Provide a copy of this Order to the agency listed above within one court day. The law enforcement agency must remove the temporary *Restraining Order* from the state’s database.

17. Children of the marriage

- ☐ The spouses have **no** children together who are still dependent.
- ☐ This court has jurisdiction over the children the spouses have together as explained in the *Findings and Conclusions* for this case.

If there are children of both spouses listed in the *Findings and Conclusions* who do not have both spouses listed on their birth certificates, the State Registrar of Vital Statistics is ordered to amend the children’s birth certificates to list both spouses as parents upon receipt of a certified copy of this order and the *Findings and Conclusions*.

Note – The court does not forward this order to Vital Statistics. To amend the birth certificate, a party must provide a certified copy of this order and the *Findings and Conclusions* and pay a filing fee to the State Registrar of Vital Statistics (360-236-4347). You may order a copy of the amended birth certificate for an additional fee.

- ☐ This court does **not** have jurisdiction over the children as explained in the *Findings and Conclusions* for this case.

18. Parenting Plan

- ☐ Does not apply. The spouses have no dependent children together, or the court does not have jurisdiction over the children.
- ☐ The court signed the final *Parenting Plan* filed separately today or on (date): _____.
- ☐ The guardian ad litem (GAL) is discharged.

19. Child Support

- ☐ Does not apply. The spouses have no dependent children together, or the court does not have jurisdiction over child support.
- ☐ **Court Order** – The court signed the final *Child Support Order* and *Worksheets* filed separately today or on (date): _____.
Tax issues and post-secondary (college or vocational school) support are covered in the Child Support Order.

- ☐ **Administrative Order** – The court is **not** issuing a child support order. There is an administrative child support order established by DSHS Division of Child Support (DCS) for the dependent children of this marriage.

DCS child support orders do not cover tax issues or post-secondary (college or vocational school) support. Therefore, the court orders:

- ☐ **Tax Issues** – The parties have the right to claim the children as their dependents for purposes of personal tax exemptions and associated tax credits on their tax forms as follows (*describe*):

For tax years when a non-custodial parent has the right to claim the children, the parents must cooperate to fill out and submit IRS Form 8332 in a timely manner.

Important! Although the personal tax exemptions are currently suspended under federal law through tax year 2025, other tax benefits may flow from claiming a child as dependent.

- ☐ **Post-secondary (college or vocational school)** –The court orders:

- ☐ A parent may ask the court for post-secondary support at a later date, but he/she must file that request before the duty to pay child support ends.
- ☐ The parents must pay for the children's post-secondary support. The parents will make a post-secondary support plan or the court will order one.
- ☐ Post-secondary support is **not** required.
- ☐ Other (*specify*): _____

20. **Other Orders** (if any):

Ordered.

Date

Judge or Commissioner

Petitioner and Respondent or their lawyers fill out below.

This document (*check any that apply*):

- ☐ is an agreement of the parties
☐ is presented by me
☐ may be signed by the court without notice to me

This document (*check any that apply*):

- ☐ is an agreement of the parties
☐ is presented by me
☐ may be signed by the court without notice to me

Petitioner signs here **or** lawyer signs here + WSBA #

Respondent signs here **or** lawyer signs here + WSBA #

Print Name

Date

Print Name

Date

Superior Court of Washington, County of _____

In re the marriage / domestic partnership of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse / partner)*:

No. _____

Residential Time Summary Report
(RTSR)

Residential Time Summary Report

Submit with final Parenting Plan, *only*.

1. The Parenting Plan

The court signed the Parenting Plan on (Date) _____.	
It was: <input type="checkbox"/> by agreement of the parties <input type="checkbox"/> after a contested hearing or trial <input type="checkbox"/> by default	It is: <input type="checkbox"/> an original order <input type="checkbox"/> a modification of a prior order
How many children under the parenting plan have the residential schedule summarized in paragraph 2, below? _____	

2. Parenting Time Schedule (Residential Provisions) from the Parenting Plan

If the same schedule does not apply to all children, fill out a separate Residential Time Summary Report for each schedule.

Check the box that comes closest to representing the time spent with each parent:	% of time the children spend with Petitioner	% of time the children spend with Respondent
<input type="checkbox"/>	0%	100%
<input type="checkbox"/>	10%	90%
<input type="checkbox"/>	20%	80%
<input type="checkbox"/>	30%	70%
<input type="checkbox"/>	40%	60%
<input type="checkbox"/>	50%	50%
<input type="checkbox"/>	60%	40%
<input type="checkbox"/>	70%	30%
<input type="checkbox"/>	80%	20%
<input type="checkbox"/>	90%	10%
<input type="checkbox"/>	100%	0%

3. Information about the Parents

Petitioner:	has the following relationship to the child(ren) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> _____, and is <input type="checkbox"/> self-represented <input type="checkbox"/> represented by an attorney.
The court found under sections 3.a. and 3.b. from the Parenting Plan:	<input type="checkbox"/> does not apply, or
Petitioner	<input type="checkbox"/> committed domestic violence <input type="checkbox"/> abused or neglected a child <input type="checkbox"/> has chemical dependency issues <input type="checkbox"/> has mental health issues <input type="checkbox"/> other: _____

Respondent:	has the following relationship to the child(ren) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> _____, and is <input type="checkbox"/> self-represented <input type="checkbox"/> represented by an attorney.
The court found under sections 3.a. and 3.b. from the Parenting Plan:	<input type="checkbox"/> does not apply, or
Respondent	<input type="checkbox"/> committed domestic violence <input type="checkbox"/> abused or neglected a child <input type="checkbox"/> has chemical dependency issues <input type="checkbox"/> has mental health issues <input type="checkbox"/> other: _____

4. Dispute Resolution from section 6 of the Parenting Plan

<input type="checkbox"/> Arbitration <input type="checkbox"/> Mediation <input type="checkbox"/> Counseling <input type="checkbox"/> No dispute resolution process except court action
--

Prepared by: _____, on (date) _____.

IN THE SUPERIOR COURT OF WASHINGTON, COUNTY OF LINCOLN

Petitioner,

Vs.

Respondent,

Cause No.

Vital Stats Information Sheet



Certificate of Dissolution Declaration of Invalidity of Marriage or Legal Separation

Please Type or Print in Permanent Black Ink

	1. Court File Number	State File Number	
15. Spouse A Social Security Number	Decree – I certify the marriage of the persons named below was ordered as a		
	2. <input type="checkbox"/> Legal Separation <input type="checkbox"/> Dissolution of Marriage <input type="checkbox"/> Declaration of Invalidity		3. Date of Decree MM / DD / YYYY
	4. County of Decree		
	5. X		
	To be Completed by Petitioner's Attorney or PRO SE		
16. Spouse B Social Security Number	Spouse A		
	6a. Name		6b. Birth Last Name if Different
	First Middle Last	(MM/DD/YYYY)	
	6c. Date of Birth		6d. Birth State
	(If not USA give Country)		
	6e. Current Residence (Number and Street)		6f. City
	6g. County		6h. State
	Spouse B		
7a. Name		7b. Birth Last Name if Different	
First Middle Last	(MM/DD/YYYY)		
7c. Date of Birth		7d. Birth State	
(If not USA give Country)			
7e. Current Residence (Number and Street)		7f. City	
7g. County		7h. State	
8. Place of this Marriage - County		9. State	
(If not USA give Country)		10. Date of this Marriage	
(MM/DD/YYYY)		11. Number of Children	
(Born alive of this Marriage)			
12. Petitioner		13 Name of Petitioner's Attorney or PRO SE	
<input type="checkbox"/> Spouse A <input type="checkbox"/> Spouse B <input type="checkbox"/> Both <input type="checkbox"/> Other (Specify)			
14. Petitioner's Attorney's Address			

Instructions for Completing Certificate of Dissolution, Declaration of Invalidity, or Legal Separation

Complete information for each item is required for registering and locating certificates and for providing the appropriate facts for legal matters and statistical purposes.

1. Items 1-5 are completed by the Clerk of the Court.
2. Items 6a-16 are completed by the attorney or petitioner PRO SE.
3. **All items must be completed**

On or before the tenth day of each month, the Clerk of the Court shall forward to the State Registrar of Vital Statistics, the Certificate of each Decree of Divorce, Dissolution of Marriage, Annulment or Separate Maintenance granted during the preceding month. RCW 26.09.150

DOH 422-027 August 2013

WASHINGTON STATE CHILD SUPPORT SCHEDULE

Including:

- Definitions and Standards
- Instructions
- Economic Table
- Worksheets

Effective Dates:

Definitions & Standards	January 1, 2019
Instructions - only	January 1, 2019
Economic Table	January 1, 2019
Worksheets	January 1, 2019



WASHINGTON
COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

Internet--download forms:

<http://www.courts.wa.gov/>

Child Support Hotline, State DSHS, 1 (800) 442-KIDS

WASHINGTON STATE CHILD SUPPORT SCHEDULE

DEFINITIONS AND STANDARDS

Definitions

Unless the context clearly requires otherwise, these definitions apply to the standards following this section. RCW 26.19.011.

Basic child support obligation: means the monthly child support obligation determined from the economic table based on the parties' combined monthly net income and the number of children for whom support is owed.

Child support schedule: means the standards, economic table, worksheets and instructions, as defined in chapter 26.19 RCW.

Court: means a superior court judge, court commissioner, and presiding and reviewing officers who administratively determine or enforce child support orders.

Deviation: means a child support amount that differs from the standard calculation.

Economic table: means the child support table for the basic support obligation provided in RCW 26.19.020.

Instructions: means the instructions developed by the Administrative Office of the Courts pursuant to RCW 26.19.050 for use in completing the worksheets.

Standards: means the standards for determination of child support as provided in chapter 26.19 RCW.

Standard calculation: means the presumptive amount of child support owed as determined from the child support schedule before the court considers any reasons for deviation.

Support transfer payment: means the amount of money the court orders one parent to pay to another parent or custodian for child support after determination of the standard calculation and deviations. If certain expenses or credits are expected to fluctuate and the order states a formula or percentage to determine the additional amount or credit on an ongoing basis, the term "support transfer payment" does not mean the additional amount or credit.

Worksheets: means the forms developed by the Administrative Office of the Courts pursuant to RCW 26.19.050 for use in determining the amount of child support.

Application Standards

1. Application of the support schedule: The child support schedule shall be applied:
 - a. in each county of the state;
 - b. in judicial and administrative proceedings under titles 13, 26 and 74 RCW;
 - c. in all proceedings in which child support is determined or modified;
 - d. in setting temporary and permanent support;
 - e. in automatic modification provisions or decrees entered pursuant to RCW 26.09.100; and
 - f. in addition to proceedings in which child support is

determined for minors, to adult children who are dependent on their parents and for whom support is ordered pursuant to RCW 26.09.100.

The provisions of RCW 26.19 for determining child support and reasons for deviation from the standard calculation shall be applied in the same manner by the court, presiding officers and reviewing officers. RCW 26.19.035(1).

2. Written findings of fact supported by the evidence: An order for child support shall be supported by written findings of fact upon which the support determination is based and shall include reasons for any deviation from the standard calculation and reasons for denial of a party's request for deviation from the standard calculation. RCW 26.19.035(2).
3. Completion of worksheets: Worksheets in the form developed by the Administrative Office of the Courts shall be completed under penalty of perjury and filed in every proceeding in which child support is determined. The court shall not accept incomplete worksheets or worksheets that vary from the worksheets developed by the Administrative Office of the Courts. RCW 26.19.035(3).
4. Court review of the worksheets and order: The court shall review the worksheets and the order setting child support for the adequacy of the reasons set forth for any deviation or denial of any request for deviation and for the adequacy of the amount of support ordered. Each order shall state the amount of child support calculated using the standard calculation and the amount of child support actually ordered. Worksheets shall be attached to the decree or order or if filed separately, shall be initialed or signed by the judge and filed with the order. RCW 26.19.035(4).

Income Standards

1. Consideration of all income: All income and resources of each parent's household shall be disclosed and considered by the court when the court determines the child support obligation of each parent. Only the income of the parents of the children whose support is at issue shall be calculated for purposes of calculating the basic support obligation. Income and resources of any other person shall not be included in calculating the basic support obligation. RCW 26.19.071(1).
2. Verification of income: Tax returns for the preceding two years and current paystubs shall be provided to verify income and deductions. Other sufficient verification shall be required for income and deductions which do not appear on tax returns or paystubs. RCW 26.19.071(2).
3. Income sources included in gross monthly income: Monthly gross income shall include income from any source, including: salaries; wages; commissions; deferred compensation; overtime, except as excluded from income in RCW 26.19.071(4)(h); contract-related benefits; income from second jobs except as excluded from income in RCW 26.19.071(4)(h); dividends; interest; trust income; severance pay; annuities; capital gains; pension retirement benefits; workers' compensation; unemployment benefits; maintenance actually received; bonuses; social security benefits; disability insurance benefits;

and income from self-employment, rent, royalties, contracts, proprietorship of a business, or joint ownership of a partnership or closely held corporation. RCW 26.19.071(3).

Veterans' disability pensions: Veterans' disability pensions or regular compensation for disability incurred in or aggravated by service in the United States armed forces paid by the Veterans' Administration shall be disclosed to the court. The court may consider either type of compensation as disposable income for purposes of calculating the child support obligation. See RCW 26.19.045.

4. Income sources excluded from gross monthly income: The following income and resources shall be disclosed but shall not be included in gross income: income of a new spouse or domestic partner or income of other adults in the household; child support received from other relationships; gifts and prizes; temporary assistance for needy families; Supplemental Security Income; general assistance; food stamps; and overtime or income from second jobs beyond forty hours per week averaged over a twelve-month period worked to provide for a current family's needs, to retire past relationship debts, or to retire child support debt, when the court finds the income will cease when the party has paid off his or her debts. Receipt of income and resources from temporary assistance for needy families, Supplemental Security Income, general assistance and food stamps shall not be a reason to deviate from the standard calculation. RCW 26.19.071(4).

VA aid and attendant care: Aid and attendant care payments to prevent hospitalization paid by the Veterans Administration solely to provide physical home care for a disabled veteran, and special compensation paid under 38 U.S.C. Sec. 314(k) through (r) to provide either special care or special aids, or both to assist with routine daily functions shall be disclosed. The court may not include either aid or attendant care or special medical compensation payments in gross income for purposes of calculating the child support obligation or for purposes of deviating from the standard calculation. See RCW 26.19.045.

Other aid and attendant care: Payments from any source, other than veterans' aid and attendance allowance or special medical compensation paid under 38 U.S.C. Sec. 314(k) through (r) for services provided by an attendant in case of a disability when the disability necessitates the hiring of the services or an attendant shall be disclosed but shall not be included in gross income and shall not be a reason to deviate from the standard calculation. RCW 26.19.055.

5. Determination of net income: The following expenses shall be disclosed and deducted from gross monthly income to calculate net monthly income: federal and state income taxes (see the following paragraph); federal insurance contributions act deductions (FICA); mandatory pension plan payments; mandatory union or professional dues; state industrial insurance premiums; court-ordered maintenance to the extent actually paid; up to five thousand dollars per year in voluntary retirement contributions actually made if the contributions show a pattern of contributions during the one-year period preceding the action establishing the child support order unless there is a determination that the contributions were made for the purpose of reducing child support; and normal business expenses and self-employment taxes for self-employed persons. Justification shall be required for any business expense deduction about

which there is a disagreement. Items deducted from gross income shall not be a reason to deviate from the standard calculation. RCW 26.19.071(5).

Allocation of tax exemptions: The parties may agree which parent is entitled to claim the child or children as dependents for federal income tax exemptions. The court may award the exemption or exemptions and order a party to sign the federal income tax dependency exemption waiver. The court may divide the exemptions between the parties, alternate the exemptions between the parties or both. RCW 26.19.100.

6. Imputation of income: The court shall impute income to a parent when the parent is voluntarily unemployed or voluntarily underemployed. The court shall determine whether the parent is voluntarily underemployed or voluntarily unemployed based upon that parent's work history, education, health and age or any other relevant factors. A court shall not impute income to a parent who is gainfully employed on a full-time basis, unless the court finds that the parent is voluntarily underemployed and finds that the parent is purposely underemployed to reduce the parent's child support obligation. Income shall not be imputed for an unemployable parent. Income shall not be imputed to a parent to the extent the parent is unemployed or significantly underemployed due to the parent's efforts to comply with court-ordered reunification efforts under chapter 13.34 RCW or under a voluntary placement agreement with an agency supervising the child. In the absence of records of a parent's actual earnings, the court shall impute a parent's income in the following order of priority:
 - (a) Full-time earnings at the current rate of pay;
 - (b) Full-time earnings at the historical rate of pay based on reliable information, such as employment security department data;
 - (c) Full-time earnings at a past rate of pay where information is incomplete or sporadic;
 - (d) Full-time earnings at minimum wage in the jurisdiction where the parent resides if the parent has a recent history of minimum wage earnings, is recently coming off public assistance, general assistance-unemployable, supplemental security income, or disability, has recently been released from incarceration, or is a high school student;
 - (e) Median net monthly income of year-round full-time workers as derived from the United States bureau of census, current population reports, or such replacement report as published by the bureau of census. (See "Approximate Median Net Monthly Income" table on page 7.)

Allocation Standards

1. Basic child support: The basic child support obligation derived from the economic table shall be allocated between the parents based on each parent's share of the combined monthly net income. RCW 26.19.080(1).
2. Health care expenses: Health care costs are not included in the economic table. Monthly health care costs shall be shared by the parents in the same proportion as the basic support obligation. Health care costs shall include, but not be limited to, medical, dental, orthodontia, vision, chiropractic, mental health treatment, prescription medications, and other similar costs for care and treatment. RCW 26.19.080(2).

3. Day care and special child rearing expenses: Day care and special child rearing expenses, such as tuition and long distance transportation costs to and from the parents for visitation purposes, are not included in the economic table. These expenses shall be shared by the parents in the same proportion as the basic child support obligation. RCW 26.19.080(3).
4. The court may exercise its discretion to determine the necessity for and the reasonableness of all amounts ordered in excess of the basic child support obligation. RCW 26.19.080(4).

Limitations Standards

1. Limit at 45 percent of a parent's net income: Neither parent's child support obligation owed for all his or her biological or legal children may exceed 45 percent of net income except for good cause shown.
 - a. Each child is entitled to a pro rata share of the income available for support, but the court only applies the pro rata share to the children in the case before the court.
 - b. Before determining whether to apply the 45 percent limitation, the court must consider the best interests of the child(ren) and the circumstances of each parent. Such circumstances include, but are not limited to, leaving insufficient funds in the custodial parent's household to meet the basic needs of the child(ren), comparative hardship to the affected households, assets or liabilities, and any involuntary limits on either parent's earning capacity including incarceration, disabilities, or incapacity.
 - c. Good cause includes, but is not limited to, possession of substantial wealth, child(ren) with day care expenses, special medical need, educational need, psychological need, and larger families. RCW 26.19.065(1).
2. Presumptive minimum support obligation: When a parent's monthly net income is below 125% of the federal poverty guideline for a one-person family, a support order of not less than fifty dollars per child per month shall be entered unless the obligor parent establishes that it would be unjust to do so in that particular case. The decision whether there is a sufficient basis to go below the presumptive minimum payment must take into consideration the best interests of the child(ren) and circumstances of each parent. Such circumstances can include leaving insufficient funds in the custodial parent's household to meet the basic needs of the child(ren), comparative hardship to the affected households, assets or liabilities, and earning capacity. RCW 26.19.065(2)(a).
3. Self-support reserve: The basic support obligation of the parent making the transfer payment, excluding health care, day care, and special child-rearing expenses, shall not reduce his or her net income below the self-support reserve of 125% of the federal poverty level for a one-person family, except for the presumptive minimum payment of fifty dollars per child per month or when it would be unjust to apply the self-support reserve limitation after considering the best interests of the child(ren) and the circumstances of each parent. Such circumstances include, but are not limited to, leaving insufficient funds in the custodial parent's household to meet the basic needs of the child(ren), comparative hardship to the affected households, assets or liabilities, and earning capacity. This section shall not be

construed to require monthly substantiation of income. (See the Self-Support Reserve memorandum on the courts' website www.courts.wa.gov/forms and at www.WashingtonLawHelp.org.) RCW 26.19.065(2)(b).

4. Income above twelve thousand dollars: The economic table is presumptive for combined monthly net incomes up to and including twelve thousand dollars. When combined monthly net income exceeds twelve thousand dollars, the court may exceed the maximum presumptive amount of support upon written findings of fact. RCW 26.19.065(3).

Deviation Standards

1. Reasons for deviation from the standard calculation include but are not limited to the following:
 - a. Sources of income and tax planning: The court may deviate from the standard calculation after consideration of the following:
 - i. Income of a new spouse or new domestic partner if the parent who is married to the new spouse or the parent who is in a domestic partnership with the new domestic partner is asking for a deviation based on any other reason. Income of a new spouse or domestic partner is not, by itself, a sufficient reason for deviation;
 - ii. Income of other adults in the household if the parent who is living with the other adult is asking for a deviation based on any other reason. Income of the other adults in the household is not, by itself, a sufficient reason for deviation;
 - iii. Child support actually received from other relationships;
 - iv. Gifts;
 - v. Prizes;
 - vi. Possession of wealth, including but not limited to savings, investments, real estate holdings and business interests, vehicles, boats, pensions, bank accounts, insurance plans or other assets;
 - vii. Extraordinary income of a child; or
 - viii. Tax planning considerations. A deviation for tax planning may be granted only if child(ren) would not receive a lesser economic benefit due to the tax planning;
 - ix. Income that has been excluded under RCW 26.19.071(4)(h) if the person earning that income asks for a deviation for any other reason. RCW 26.19.075(1)(a)
 - b. Nonrecurring income: The court may deviate from the standard calculation based on a finding that a particular source of income included in the calculation of the basic support obligation is not a recurring source of income. Depending on the circumstances, nonrecurring income may include overtime, contract-related benefits, bonuses or income from second jobs. Deviations for nonrecurring income shall be based on a review of the nonrecurring income received in the previous two calendar years. RCW 26.19.075(1)(b).

- c. **Debt and high expenses:** The court may deviate from the standard calculation after consideration of the following expenses:
- Extraordinary debt not voluntarily incurred;
 - A significant disparity in the living costs of the parents due to conditions beyond their control;
 - Special needs of disabled child(ren); or
 - Special medical, educational or psychological needs of the child(ren).
 - Costs anticipated to be incurred by the parents in compliance with court-ordered reunification efforts under chapter 13.34 RCW or under a voluntary placement agreement with an agency supervising the child. RCW 26.19.075(1)(c).

- d. **Residential schedule:** The court may deviate from the standard calculation if the child(ren) spend(s) a significant amount of time with the parent who is obligated to make a support transfer payment. The court may not deviate on that basis if the deviation will result in insufficient funds in the household receiving the support to meet the basic needs of the child or if the child is receiving temporary assistance for needy families. When determining the amount of the deviation, the court shall consider evidence concerning the increased expenses to a parent making support transfer payments resulting from the significant amount of time spent with that parent and shall consider the decreased expenses, if any, to the party receiving the support resulting from the significant amount of time the child spends with the parent making the support transfer payment. RCW 26.19.075(1)(d).

- e. **Children from other relationships:** The court may deviate from the standard calculation when either or both of the parents before the court have children from other relationships to whom the parent owes a duty of support.
- The child support schedule shall be applied to the parents and children of the family before the court to determine the presumptive amount of support.
 - Children from other relationships shall not be counted in the number of children for purposes of determining the basic support obligation and the standard calculation.
 - When considering a deviation from the standard calculation for children from other relationships, the court may consider only other children to whom the parent owes a duty of support. The court may consider court-ordered payments of child support for children from other relationships only to the extent that the support is actually paid.
 - When the court has determined that either or both parents have children from other relationships, deviations under this section shall be based on consideration of the total circumstances of both households. All child support obligations paid, received, and owed for all children shall be disclosed and considered. RCW 26.19.075(1)(e).

2. All income and resources of the parties before the court, new spouses or domestic partners, and other adults in the household shall be disclosed and considered as provided. The presumptive amount of support shall be determined according to the child support schedule. Unless specific reasons for deviation are set forth in the written findings of fact and are supported by the evidence, the court shall order each parent to pay the amount of support determined by using the standard calculation. RCW 26.19.075(2).

3. The court shall enter findings that specify reasons for any deviation or any denial of a party's request for any deviation from the standard calculation made by the court. The court shall not consider reasons for deviation until the court determines the standard calculation for each parent. RCW 26.19.075(3).
4. When reasons exist for deviation, the court shall exercise discretion in considering the extent to which the factors would affect the support obligation. RCW 26.19.075(4).
5. Agreement of the parties is not by itself adequate reason for any deviations from the standard calculations. RCW 26.19.075(5).

Benefits paid that apply toward a person's child support obligation

If an injured worker, person with disabilities, deceased person, retired person, or veteran who owes a child support obligation receives one of these benefits:

- Department of Labor and Industries payments
- Self-Insurer's payment
- Social Security Administration:
 - Social Security disability dependency benefits
 - Retirement benefits
 - Survivors insurance benefits
- Veteran's Administration benefits

and shows that the child or the child's household receives a payment from those benefits, then, the amount of the payment made on behalf of the child or on account of the child applies toward the person's child support obligation for the same period covered by the benefit.

Post-Secondary Education Standards

1. The child support schedule shall be advisory and not mandatory for post-secondary educational support. RCW 26.19.090(1)
2. When considering whether to order support for post-secondary educational expenses, the court shall determine whether the child is in fact dependent and is relying upon the parents for the reasonable necessities of life. The court shall exercise its discretion when determining whether and for how long to award post-secondary educational support based upon consideration of factors that include but are not limited to the following: age of the child; the child's needs; the expectations of the parties for their child(ren) when the parents were together; the child(ren)'s prospects, desires, aptitudes, abilities or disabilities; the nature of the post-secondary education sought and the parent's level of education, standard of living and current and future resources. Also to be considered are the amount and type of support that the child would have been afforded if the parents had stayed together. RCW 26.19.090(2).
3. The child must enroll in an accredited academic or vocational school, must be actively pursuing a course of study commensurate with the child's vocational goals and must be in good academic standing as defined by the institution. The court-ordered post-secondary educational support shall be automatically suspended during the period or periods the child fails to comply with these conditions. RCW 26.19.090(3).
4. The child shall also make available all academic records and grades to both parents as a condition of receiving post-secondary educational support. Each parent shall have full and equal access to the post-secondary education records as provided by statute (RCW 26.09.225). RCW 26.19.090(4).

5. The court shall not order the payment of post-secondary educational expenses beyond the child's twenty-third birthday, except for exceptional circumstances, such as mental, physical or emotional disabilities. RCW 26.19.090(5).
6. The court shall direct that either or both parents' payments for post-secondary educational expenses are made directly to the educational institution if feasible. If direct payments are not feasible, then the court in its discretion may order that either or both parents' payments are made directly to the child if the child does not reside with either parent. If the child resides with one of the parents, the court may direct that the parent making the support transfer payments make the payments to the child or to the parent who has been receiving the support transfer payments. RCW 26.19.090(6).

WASHINGTON STATE CHILD SUPPORT SCHEDULE

INSTRUCTIONS FOR WORKSHEETS

Worksheets:

Immediately below the form title, check the box showing if the worksheets are proposed or an order signed by the judge. If they are proposed, check the box showing who proposed them and put your name.

Fill in your county, the case number, and the names and ages of only those children whose support is at issue.

Write your name above “(Column 1)” and write the other parent’s name above “(Column 2).” In the rest of the worksheet, list your information under “Column 1” and list the other parent’s information under “Column 2.”

Part I: Income

Pursuant to INCOME STANDARD #1: Consideration of all income, “only the income of the parents of the child(ren) whose support is at issue shall be calculated for purposes of calculating the basic support obligation.” (See page 1.)

Pursuant to INCOME STANDARD #2: Verification of income, “tax returns for the preceding two years and current paystubs are required for income verification purposes. Other sufficient verification shall be required for income and deductions which do not appear on tax returns or paystubs.” (See page 1.)

Gross Monthly Income

Gross monthly income is defined under INCOME STANDARD #3: Income sources included in gross monthly income. (See page 1.)

Income exclusions are defined under INCOME STANDARD #4: Income sources excluded from gross monthly income. (See page 2.) Excluded income must be disclosed and listed in Part VIII of the worksheets.

Monthly Average of Income:

- If income varies during the year, divide the annual total of the income by 12.
- If paid weekly, multiply the weekly income by 52 and divide by 12.
- If paid every other week, multiply the two-week income by 26 and divide by 12.
- If paid twice a month (bi-monthly), multiply the bi-monthly income by 24 and divide by 12.

LINE 1a, Wages and Salaries: Enter the average monthly total of all salaries, wages, contract-related benefits, bonuses, and income from overtime and second jobs that is not excluded from income by RCW 26.19.071(4)(i).

LINE 1b, Interest and Dividend Income: Enter the average monthly total of dividends and interest income.

LINE 1c, Business Income: Enter the average monthly income from self-employment, rent, royalties, contracts, proprietorship of a business, or joint ownership of a partnership or closely held corporation.

LINE 1d, Maintenance Received: Enter the monthly amount of maintenance actually received.

LINE 1e, Other Income: Enter the average monthly total of other income. (Other income includes, but is not limited to: income tax refunds, trust income, severance pay, annuities, capital gains, pension retirement benefits, workers compensation, unemployment benefits, social security benefits and disability insurance benefits.)

LINE 1f, Imputed Income: Enter the imputed gross monthly income for a parent who is voluntarily unemployed, underemployed or if you do not have records of a parent’s actual earnings. Refer to “INCOME STANDARD #6: Imputation of income.” (See page 2.) Impute income using the first method possible based on the information you have in the following order:

Calculate full-time earnings using either:

1. Current rate of pay;
2. Historical rate of pay based on reliable information;
3. Past rate of pay, if current information is incomplete or sporadic; or
4. Minimum wage where the parent lives when the parent has a history of minimum wage or government assistance is recently released from incarceration or is a high school student.

Historical rate of pay information may be available from the Division of Child Support. Use form 18-701: “Request for Income Information for Purposes of Entering a Child Support Order”, available online at:
<http://www.dshs.wa.gov/dcs/Resources/Forms.asp>

If you impute income using one of the four methods, above, enter the amount in line 1f. Also, in line 26 of the Worksheets, explain which method you used to impute income and how you calculated the amount of imputed income.

If you cannot use any of the above methods, impute the parent’s net monthly income using the table below, and enter the appropriate amount for the parent’s age and gender on line 1f and on line 3. The table, below, shows net income, after deductions. So if you impute using this table, you will not enter any deductions on the worksheet under line 2. Leave lines 2a through 2i blank. For this parent, go to line 4.

Also, in line 26 of the Worksheets, explain that net income was imputed using the Approximate Median Net Monthly Income Table

Approximate Median Net Monthly Income

MALE	age	FEMALE
\$2,088	15-24	\$1,934
\$3,243	25-34	\$2,816
\$4,098	35-44	\$3,321
\$4,232	45-54	\$3,365
\$4,318	55-64	\$3,288
\$4,972	65 +	\$3,858

U.S. Census Bureau, Current Population Survey, 2018 Annual Social and Economic Supplement, Table PINC-01. Selected Characteristics of People 15 Years Old and Over by Total Money Income in 2017, Work Experience in 2017, Race, Hispanic Origin, and Sex, Worked Full Time, Year Round.

[Net income has been determined by subtracting FICA (7.65 percent) and the tax liability for a single person (one withholding allowance).]

LINE 1g, Total Gross Monthly Income: Add the monthly income amounts for each parent (lines 1a through 1f) and enter the totals on line 1g.

Monthly Deductions from Gross Income

Allowable monthly deductions from gross income are defined under INCOME STANDARD #5: Determination of net income. (See page 2.)

Monthly Average of Deductions: If a deduction is annual or varies during the year, divide the annual total of the deduction by 12 to determine a monthly amount.

LINE 2a, Income Taxes: Enter the net monthly amount actually owed for state and federal income taxes. (The amount of income tax withheld on a paycheck may not be the actual amount of income tax owed due to tax refunds, deductions, etc. It is appropriate to consider tax returns from prior years as indicating the actual amount of income tax owed if income has not changed.)

LINE 2b, FICA/Self Employment Taxes: Enter the total monthly amount of FICA, Social Security, Medicare and Self-employment taxes owed.

LINE 2c, State Industrial Insurance Deductions: Enter the monthly amount of state industrial insurance deductions such as Medical Aid Fund Tax, Accident Fund Tax, and Supplement Pension Fund Tax. Self-insured employers may use different terms for the deductions.

LINE 2d, Mandatory Union/Professional Dues: Enter the monthly cost of mandatory union or professional dues.

LINE 2e, Mandatory Pension Plan Payments: Enter the monthly cost of mandatory pension plan payments amount.

LINE 2f, Voluntary Retirement Contributions: Enter the monthly cost of voluntary Retirement Contributions. Divide the amount of the voluntary retirement contribution, up to \$5,000 per year, by 12 to calculate the monthly cost. (For more information regarding limitations on the allowable deduction of voluntary retirement contributions, refer to INCOME STANDARD #5: Determination of net income. See page 2.)

LINE 2g, Maintenance Paid: Enter the monthly amount of maintenance actually paid pursuant to a court order.

LINE 2h, Normal Business Expenses: If self-employed, enter the amount of normal business expenses. (Pursuant to INCOME STANDARD #5: Determination of net income, “justification shall be required for any business expense deduction about which there is a disagreement.” See page 2.)

LINE 2i, Total Deductions From Gross Income: Add the monthly deductions for each parent (lines 2a through 2h) and enter the totals on line 2i.

LINE 3, Monthly Net Income: For each parent, subtract total deductions (line 2i) from total gross monthly income (line 1g) and enter these amounts on line 3.

LINE 4, Combined Monthly Net Income: Add the parents’ monthly net incomes (line 3) and enter the total on line 4.

LINE 5, Basic Child Support Obligation: In the work area provided on line 5, enter the basic support obligation amount determined for each child. Add these amounts together and enter the total in the box on line 5. (To determine a per child basic support obligation, see the following economic table instructions.)

Economic Table Instructions

To use the Economic Table to determine an individual support amount for each child:

- Locate in the left-hand column the combined monthly net income amount closest to the amount entered on line 4 of Worksheet (round up when the combined monthly net income falls halfway between the two amounts in the left-hand column);
- Locate on the top row the family size for the number of children for whom child support is being determined (when determining family size for the required worksheets, do not include child(ren) from other relationships) and circle the number in the column below the family size that is across from the net income. The amount circled is the basic support amount for each child.

LINE 6, Proportional Share of Income: Divide the monthly net income for each parent (line 3) by the combined monthly net income (line 4) and enter these amounts on line 6. (The entries on line 6 when added together should equal 1.00.)

Part II: Basic Child Support Obligation

LINE 7, Each Parent's Basic Child Support Obligation without consideration of low income limitations: Multiply the total basic child support obligation (amount in box on line 5) by the income share proportion for each parent (line 6) and enter these amounts on line 7. (The amounts entered on line 7 added together should equal the amount entered on line 5.)

LINE 8, Calculating low income limitations: Fill in only those that apply:

To calculate the low-income limitation standards in lines 8b and 8c, you will need to know the self-support reserve amount, which is 125% of the current federal poverty guideline for a one-person family. As of January 1, 2019, the self-support reserve is \$1,265. The guideline and self-support reserve change roughly annually. To check the current self-support reserve amount go to the courts' web site at: www.courts.wa.gov, or go to www.WashingtonLawHelp.org. Enter the self-support reserve amount in the space provided in line 8. (For more information, see Limitation Standard #2 on page 3 of the Definitions and Standards.)

8a. Is combined net income less than \$1,000? If combined net monthly income on line 4 is less than \$1,000, enter each parent's presumptive support obligation of \$50 per child. Do not enter an amount on line 8a if combined income on line 4 is more than \$1,000.

8b. Is monthly net income less than self-support reserve? For each parent whose monthly net income on line 3 is less than the self-support reserve, enter the parent's presumptive support obligation of \$50 per child. Do not use this box for a parent whose net income on line 3 is greater than the self-support reserve.

8c. Is monthly net income equal to or more than self-support reserve? Subtract the self-support reserve from line 3 and enter this amount or enter \$50 per child whichever is greater. Do not use this box if the amount is greater than the amount in line 7.

LINE 9, Each parent's basic child support obligation after calculating applicable limitations: For each parent, enter the lowest amount from line 7, 8a – 8c, but not less than the presumptive \$50 per child.

Part III: Health Care, Day Care, and Special Child Rearing Expenses

Pursuant to ALLOCATION STANDARD #4: "the court may exercise its discretion to determine the necessity for and the reasonableness of all amounts ordered in excess of the basic child support obligation." (See page 2.)

Pursuant to ALLOCATION STANDARD #2: Health care expenses and #3: Day care and special child rearing expenses, health care, day care, and special child rearing expenses shall be shared by the parents in the same proportion as the basic support obligation. (See page 2.) NOTE: The court order should reflect that health care, day care and special child rearing expenses not listed should be apportioned by the same percentage as the basic child support obligation.

Monthly Average of Expenses: If a health care, day care, or special child rearing expense is annual or varies during the year, divide the annual total of the expense by 12 to determine a monthly amount.

Health Care Expenses

LINE 10a, Monthly Health Insurance Premiums Paid For Child(ren): List the monthly amount paid by each parent for health care insurance for the child(ren) of the relationship. (When determining an insurance premium amount, do not include the portion of the premium paid by an employer or other third party and/or the portion of the premium that covers the parent or other household members.)

LINE 10b, Uninsured Monthly Health Care Expenses Paid For Child(ren): List the monthly amount paid by each parent for the child(ren)'s health care expenses not reimbursed by insurance.

LINE 10c, Total Monthly Health Care Expenses: For each parent add the health insurance premium payments (line 10a) to the uninsured health care payments (line 10b) and enter these amounts on line 10c.

LINE 10d, Combined Monthly Health Care Expenses: Add the parents' total health care payments (line 10c) and enter this amount on line 10d.

Day Care and Special Expenses

LINE 11a, Day Care Expenses: Enter average monthly day care costs.

LINE 11b, Education Expenses: Enter the average monthly costs of tuition and other related educational expenses.

LINE 11c, Long Distance Transportation Expenses: Enter the average monthly costs of long distance travel incurred pursuant to the residential or visitation schedule.

LINE 11d, Other Special Expenses: Identify any other special expenses and enter the average monthly cost of each.

LINE 11e, Total Day Care and Special Expenses: Add the monthly expenses for each parent (lines 11a through 11d) and enter these totals on line 11e.

LINE 12, Combined Monthly Total of Day Care and Special Expenses: Add the parents' total expenses (line 11e) and enter this total on line 12.

LINE 13, Total Health Care, Day Care and Special Expenses: Add the health care expenses (line 10d) to the combined monthly total of day care and special expenses (line 12) and enter this amount on line 13.

LINE 14, Each Parent's Obligation For Health Care, Day Care And Special Expenses: Multiply the total health care, day care, and special expense amount (line 13) by the income proportion for each parent (line 6) and enter these amounts on line 14.

LINE 15, Gross Child Support Obligation: For each parent, add the basic child support obligation (line 9) to the obligation for extraordinary health care, day care and special expenses (line 14). Enter these amounts on line 15.

Part V: Child Support Credits

Child support credits are provided in cases where parents make direct payments to third parties for the cost of goods and services which are included in the standard calculation support obligation (e.g., payments to an insurance company or a day care provider).

LINE 16a, Monthly Health Care Expenses Credit: Enter the total monthly health care expenses amounts from line 10c for each parent.

LINE 16b, Day Care And Special Expenses Credit: Enter the total day care and special expenses amounts from line 11e for each parent.

LINE 16c, Other Ordinary Expense Credit: If approval of another ordinary expense credit is being requested, in the space provided, specify the expense and enter the average monthly cost in the column of the parent to receive the credit. (It is generally assumed that ordinary expenses are paid in accordance with the child(ren)'s residence. If payment of a specific ordinary expense does not follow this assumption, the parent paying for this expense may request approval of an ordinary expense credit. This credit is discretionary with the court.)

LINE 16d, Total Support Credits: For each parent, add the entries on lines 16 a through c and enter the totals on line 16d.

Part VI: Standard Calculation/Presumptive Transfer Payment

LINE 17, For Each Parent: subtract the total support credits (line 16d) from the gross child support obligation (line 15) and enter the resulting amounts on line 17. If the amount is less than \$50 per child for either parent, then enter the presumptive minimum support obligation of \$50 per child, instead of the lower amount.

Part VII: Additional Informational Calculations

LINE 18, 45% of Each Parent's Net Income From Line 3: For each parent, multiply line 3 by .45. Refer to LIMITATIONS Standards #1: Limit at 45% of a parent's net income.

LINE 19, 25% of Each Parent's Basic Support Obligation from Line 9: For each parent, multiply line 9 by .25.

Part VIII: Additional Factors for Consideration

Pursuant to INCOME STANDARD #1: Consideration of all income: "all income and resources of each parent's household shall be disclosed and considered by the court when the court determines the child support obligation of each parent." (See page 1.)

LINE 20 a-h, Household Assets: Enter the estimated present value of assets of the household.

LINE 21, Household Debt: Describe and enter the amount of liens against assets owned by the household and/or any extraordinary debt.

Other Household Income

LINE 22a, Income of Current Spouse or Domestic Partner: If a parent is currently married to or in a domestic partnership with someone other than the parent of the child(ren) for whom support is being determined, list the name and enter the income of the present spouse or domestic partner.

LINE 22b, Income of Other Adults In The Household: List the names and enter the incomes of other adults residing in the household.

LINE 22c, Gross income from overtime or from second jobs the party is asking the court to exclude per INCOME STANDARD #4, Income sources excluded from gross monthly income (see page 2).

LINE 22d, Income of Children: If the amount is considered to be extraordinary, list the name and enter the income of children residing in the home.

LINE 22e, Income from Child Support: List the name of the child(ren) for whom support is received and enter the amount of the support income. Do not include the child(ren) for whom support is being determined.

LINE 22f, Income from Assistance Programs: List the program and enter the amount of any income received from assistance programs. (Assistance programs include, but are not limited to: temporary assistance for needy families, SSI, general assistance, food stamps and aid and attendance allowances.)

LINE 22g, Other Income: Describe and enter the amount of any other income of the household. (Include income from gifts and prizes on this line.)

LINE 23, Nonrecurring Income: Describe and enter the amount of any income included in the calculation of gross income (LINE 1g) which is nonrecurring. (Pursuant to DEVIATION STANDARD #1b: Nonrecurring income, “depending on the circumstances, nonrecurring income may include overtime, contract-related benefits, bonuses or income from second jobs.” See page 3.)

LINE 24, Monthly Child Support Ordered for Other Children: List the names and ages and enter the amount of child support owed for other children, (not the children for whom support is being determined). Is the support paid? Check ☐ Yes or ☐ No.

LINE 25, Other Child(ren) Living in Each Household: List the names and ages of children, other than those for whom support is being determined, who are living in each household.

LINE 26, Other Factors For Consideration: In the space provided list any other factors that should be considered in determining the child support obligation. (For information regarding other factors for consideration, refer to DEVIATION STANDARDS. See page 3.) Also use this space to explain how you calculated the income and deductions in lines 1 and 2.

Nonparental Custody Cases: When the children do not reside with either parent, the household income and resources of the children’s custodian(s) should be listed on line 26.

Washington State Child Support Schedule

Economic Table

Monthly Basic Support Obligation

Per Child

Repeat column heading

Combined Monthly Net Income	One Child Family	Two Children Family	Three Children Family	Four Children Family	Five Children Family
For income less than \$1,000, the obligation is based upon the resources and living expenses of each household. Minimum support shall not be less than \$50 per child per month except when allowed by RCW 26.19.065(2).					
1000	216	167	136	114	100
1100	238	184	150	125	110
1200	260	200	163	137	120
1300	281	217	177	148	130
1400	303	234	191	160	141
1500	325	251	204	171	151
1600	346	267	218	182	161
1700	368	284	231	194	171
1800	390	301	245	205	180
1900	412	317	258	216	190
2000	433	334	271	227	200
2100	455	350	285	239	210
2200	477	367	298	250	220
2300	499	384	311	261	230
2400	521	400	325	272	239
2500	543	417	338	283	249
2600	565	433	351	294	259
2700	587	450	365	305	269
2800	609	467	378	317	279
2900	630	483	391	328	288
3000	652	500	405	339	298
3100	674	516	418	350	308
3200	696	533	431	361	318
3300	718	550	444	372	328
3400	740	566	458	384	337
3500	762	583	471	395	347
3600	784	599	484	406	357
3700	803	614	496	416	366
3800	816	624	503	422	371
3900	830	634	511	428	377
4000	843	643	518	434	382
4100	857	653	526	440	388
4200	867	660	531	445	392
4300	877	668	537	450	396
4400	887	675	543	455	400
4500	896	682	548	459	404
4600	906	689	554	464	408
4700	916	697	559	469	412
4800	927	705	566	474	417
4900	939	714	573	480	422
5000	951	723	580	486	428

5100	963	732	587	492	433
5200	975	741	594	498	438
5300	987	750	602	504	443
5400	999	759	609	510	449
5500	1011	768	616	516	454
5600	1023	777	623	522	459
5700	1030	782	627	525	462
5800	1036	786	630	528	465
5900	1042	791	634	531	467
6000	1048	795	637	534	470
6100	1054	800	641	537	472
6200	1061	804	644	540	475
6300	1067	809	648	543	477
6400	1073	813	651	545	480
6500	1081	819	656	549	483
6600	1096	830	665	557	490
6700	1111	842	674	564	497
6800	1126	853	683	572	503
6900	1141	864	692	579	510
7000	1156	875	701	587	516
7100	1170	886	710	594	523
7200	1185	898	719	602	530
7300	1200	909	727	609	536
7400	1212	918	734	615	541
7500	1222	925	740	620	545
7600	1231	932	745	624	549
7700	1241	939	751	629	554
7800	1251	946	756	634	558
7900	1261	953	762	638	562
8000	1270	960	767	643	566
8100	1280	968	773	647	570
8200	1290	975	778	652	574
8300	1299	981	783	656	577
8400	1308	987	788	660	581
8500	1316	994	793	664	584
8600	1325	1000	797	668	588
8700	1334	1007	802	672	591
8800	1343	1013	807	676	595
8900	1352	1019	812	680	599
9000	1361	1026	817	684	602
9100	1370	1032	822	689	606
9200	1379	1040	828	694	611
9300	1387	1047	835	699	616
9400	1396	1055	841	705	620
9500	1405	1062	848	710	625
9600	1414	1069	854	716	630
9700	1423	1077	861	721	635
9800	1432	1084	867	727	639
9900	1441	1092	874	732	644
10000	1451	1099	879	737	648
10100	1462	1107	885	741	652

10200	1473	1114	890	745	656
10300	1484	1122	895	750	660
10400	1495	1129	900	754	664
10500	1507	1136	906	759	668
10600	1518	1144	911	763	672
10700	1529	1151	916	767	675
10800	1539	1159	921	772	679
10900	1542	1161	924	774	681
11000	1545	1164	926	776	683
11100	1548	1166	928	778	684
11200	1551	1169	931	780	686
11300	1554	1172	933	782	688
11400	1556	1174	936	784	690
11500	1559	1177	938	786	692
11600	1562	1179	940	788	693
11700	1565	1182	943	790	695
11800	1568	1184	945	792	697
11900	1571	1187	948	794	699
12000	1573	1190	950	796	700

The economic table is presumptive for combined monthly net incomes up to and including twelve thousand dollars. When combined monthly net income exceeds twelve thousand dollars, the court may exceed the maximum presumptive amount of support upon written findings of fact.

Attachment for Residential Split Adjustment

Attach this page to the Worksheets **only** when each parent has at least one of the children from this relationship living with him/her most of the time. Do not use this for 50/50 schedules. Do not include children from other relationships.

	Column 1	Column 2
A. Copy line 9 from the Worksheets (Each parent's basic child support obligation after calculating applicable limitations)	\$	\$
B. From line 5 of the Worksheets, add up the amounts for each child living with the parent in Column 1 . Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____ From line 5 of the Worksheets, add up the amounts for each child living with the parent in Column 2 . Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____ Child #__ (name, age): _____ \$ _____	\$	
		\$
C. Subtract line B from line A for each parent. If line B has a higher number than line A, enter a zero for that parent.	\$	\$
Expenses and Credits		
D. Copy line 14 from the Worksheets (Each Parent's Obligation for Health Care, Day Care, and Special Expenses)	\$	\$
E. Add lines C and D for each parent.	\$	\$
F. Copy line 16d from the Worksheets (Total Support Credits)	\$	\$
G. Standard Calculation/Presumptive Transfer Payment Subtract line F from line E for each parent.	\$	\$
Enter the higher amount from line G into the <i>Child Support Order</i> section 8, Standard Calculation, Residential Split as the amount for the parent paying support.		

This worksheet attachment has been certified by the State of Washington Administrative Office of the Courts. Photocopying of the worksheet is permitted.